



What Type of Resume is “Right” for you?

There are three basic formats for resume preparation: Chronological, Functional, and Combination. There is no magic, prescribed formula or template; each has its own advantages and disadvantages. The best advice is to choose a format that best reflects your skills and experience at a glance.

FUNCTIONAL RESUMES

- Information is organized according to types of experiences or functions you have performed with a focus on skills and qualities that can be applied to a number of work situations (i.e. transferable skills).
- This format highlights key traits or qualities and detailed examples of those qualities rather than focusing on dates and time frames.
- Functional resumes are appropriate when there is a lack of work experience in an occupation area, a desire to change careers, or re-enter the job market after a lengthy absence.
- For sample functional resumes go to: <http://jobstar.org/tools/resume/samples.php>

CHRONOLOGICAL RESUMES

- Chronological resumes are the easiest to prepare and read, and the most commonly used.
- Information is organized according to time with most recent education and experience listed first.
- Demonstrates a strong job-related background.
- Sample chronological resumes are available at: <http://jobstar.org/tools/resume/samples.php>.



COMBINATION RESUMES

- Elements from both the functional format and the chronological format are combined into one resume.
- It stresses skills and capabilities, but adds positions, employers and dates.
- Appropriate when you want to show the potential employer where and when you have gained the skills you are highlighting.