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The Job Application

# Resume formats

## **CHRONOLOGICAL**

Presents your education and experience, with skills and achievements, in reverse chronological order

#### **ADVANTAGES**

• Employers are familiar with it

• It is easy to prepare

## **FUNCTIONAL**

Presents your skills and accomplishments in functional (task) categories that support your stated objective

#### **ADVANTAGES**

• It draws attention to your accomplishments

• It offers greater flexibility

### TARGETED

Presents your skills, abilities, and achievements with an emphasis the position

#### **ADVANTAGES**

• Its focus is powerful

• It allows you to underscore your ability to do the job

## **COMBINATION**

Offers the opportunity to leverage the best of each

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