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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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