



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