

Different Types of Résumés

Your first task is to determine which type of résumé format is best for you. The three most common types of résumés are chronological, functional, and a combination chronological-functional. The exact content of each résumé will vary depending on individual circumstances. Outlined below is a summary of each résumé type:

The type of résumé you choose will depend on your past experiences and the position you target. Remember that the goal of a résumé is to obtain an interview, and the goal of an interview is to obtain a job offer.

Chronological

A chronological, experienced-based résumé is the most common and most often recommended type of résumé. This format concentrates on your work history by listing experiences in reverse chronological order. You will want to utilize a chronological résumé format if the most recent experiences support your career objective. This format also works well for individuals whose experiences have increased in responsibility levels as well as those seeking entry-level positions in their chosen career field.

Functional

A functional résumé is organized by skill sets gained from several sources rather than by places of employment. This format works best for individuals who have little experience in the field of interest, but who possess many transferable skills. In addition, a functional format allows an individual to emphasize his or her accomplishments. People often use a functional format when attempting to change careers.

Combination Chronological-Functional

A combination format incorporates the best aspects of both a chronological and functional format into one résumé. The strength of this format is that it allows you to provide descriptive information on your work history as well as provide descriptive information of your specific skills.