



Résumé Formats

Do you know which format best represents you?

CHRONOLOGICAL

Widely used by individuals who are seeking entry-level positions and for those who have stayed in the same field/industry. Your information is sorted with your most recent experience listed first.

FUNCTIONAL

Works well for college students, individuals who are changing careers or have had different types of employment. It allows skills and experiences to be the focus of the resume rather than specific job titles/positions.

COMBINATION

Employers are very familiar with this format. This can be used by high school students who have been active in school organizations to the seasoned employee. The combination resume uses the functional style to highlight your key accomplishments and uses the chronological style to layout your work experience.

Résumé Types

There are four resume formats that job-seekers are using to apply for positions:

- Printed
- Scannable
- Web
- Electronic (e-mail attachments and ASCII text files)

All resumes must be written to match the market and position you desire.

Main Benefits to Hiring a Certified Résumé Writer

By hiring a credentialed professional, you will gain access to:

- Expert resume writing/editing/design skills.
- Needed objectivity and expertise to play up your strengths, downplay your weaknesses, and position you for interview success.
- The precise know-how to target your career and industry correctly.
- Winning resume, job search, and interviewing tips from the recognized “experts.”
- Experienced professionals who have passed rigorous resume industry exams and demonstrated their commitment to the profession by obtaining ongoing training