

RESUME STYLES



The three most commonly used resume styles are described below.

1. **CHRONOLOGICAL-** This style (the most common and traditional) incorporates a listing of the job seeker's work history with the most current position and working back in time. Each job is described in terms of a title, dates of employment, employer's name, and a description of the duties and accomplishments. No mention of a specific job is recommended with this style.

➔ This resume style is recommended if you have a solid work history with no gaps in time, if the job you want is directly related to your work history, or if you have worked for a well known company and you want to use the company's name to bolster your professional image and reputation.

2. **FUNCTIONAL-** This more contemporary style incorporates a listing of the job seeker's major areas of knowledge or accomplishments – usually developed skills. (Note: You may also arrange your skills in any order to best support whatever position you are seeking.) Job titles, names of employers, dates of employment, and a description of duties are usually left out when this style is used. Like the Chronological style above, no mention of a specific job objective is recommended with this style.

➔ This resume style is recommended if you are making a career change and are attempting to secure a position very different from your past work history. This style is also useful if you are seeking your first job, (you have no work history, or when you are re-entering the job market – and you have gaps of time when you did not work.

3. **TARGETED-** This style incorporates information found in both of the styles listed above – information about your work history and major areas of skills and knowledge. The main difference with a targeted resume is that you mention the title of position you are seeking, and then list those skills and accomplishments you have had and relevant work experience which are related to your job objective. In short, the whole resume is geared or focused at one specific job (target).

➔ This resume style is recommended when you are confident in your job objective and have related knowledge, skills and experience to support your objective.