

RESUME FORMATS

A powerful resume is a “targeted resume”, a strategic tool to unlock the opportunity to be interviewed!



*How do I want to structure my headings, my education?
What do I want the reader’s eyes to catch?*

A strong resume reflects the job description you are applying to!



How can I highlight my transferable skills to show that I am the right candidate for a different or advanced position?

A strong resume’s content is directly relevant to the job and your strategy!



How can I focus my matching qualities and limit extraneous information?

Transferable Skills: Skills that can transfer from one job to a very different job.

Examples: Customer Service, Leadership, Healthcare

	Who is it for?
Chronological	<p><i>Staying on the same career path?</i></p> <p>The CHRONOLOGICAL resume is the traditional structure for most resumes. This format focuses on the “EXPERIENCE” section and lists your positions (most recent to least recent).This type of resume is best used if you are sticking in the same profession or type of work, or if you are applying within a conservative field (such as finance, sales, healthcare, government or in academia).</p>
	<p><i>Making a career transition?</i></p> <p>The FUNCTIONAL resume highlights your major skills and accomplishments. The reader can see clearly what you can do for them, rather than having to read through job descriptions to find out. It helps target your resume into a new direction or field, by pulling from all past jobs the key skills (transferable skills) and qualifications that help prove you will be successful in this new direction. Actual company names and positions are in a subordinate position usually with no description under each. The functional resume is good for career changers, for those with a wide range of skills in their given profession, for students, for military officers, for returning homemakers, and for those who want to make slight shifts in their career direction. Use this resume if you do not have the exact position you are seeking but you do have transferable skill sets.</p> <ul style="list-style-type: none"> • With broad skill categories, employers can see immediately how you will fit in the job. • Camouflages any gaps in employment. • Doesn’t give preference to irrelevant jobs. • By sorting through related skills, one can choose which aspects of various jobs to include.
Functional/Skills-Based	
Combination	<p><i>Making the connection</i></p> <p>This type includes elements of both the chronological and functional formats. It may be a shorter chronology of job descriptions preceded by a concise “SKILLS & ACCOMPLISHMENTS” section (or with a longer “SUMMARY OF QUALIFICATIONS” including a skills list or a list of qualifications); or it may be a standard functional resume with the accomplishments under headings of different jobs held. It maximizes the advantages of both kinds of resumes. The combination allows you to group your experience or position in a chronological pattern under a functional (skills-based) section heading. These headings will be determined by the transferable skills that are called for in the position description. This type of resume allows the employer to see how your previous positions connect you to the one you are applying to.</p>

TIP: When organizing your resume, present relevant experience and skills higher on the page-- don’t wait till the end!