

Remember

- There is no one correct way to design a résumé.
- The type or format you choose will depend on your past experiences and the position you hope to acquire.
- The résumé will enable you to acquire an interview. The interview will get you the job.

Getting Started...

Your first task is to determine which type of résumé format you are going to use. The three most common types of résumés are **chronological**, **functional**, and **combination chronological-functional**. The exact content of each résumé will vary depending on individual circumstances. Outlined below are the basic definitions or uses of each résumé type:

Chronological:

A chronological experienced-based résumé is the most common and most recommended type of résumé. This format concentrates on your work history by listing experiences in reverse chronological order. You would want to utilize a chronological résumé format if your 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 starting out their career.

Functional:

A functional skill-based résumé focuses on one's acquired skills, rather than the places of employment. This format works best for individuals who have little experience in their field of interest but possess many transferable skills. A functional format allows an individual to group skills under functional categories and emphasizes 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.

Keep in Mind...

Each of these 3 types of résumés can be developed into a scannable résumé. Scannable résumés are used as part of electronic applicant tracking. Using scannable résumés allows applicant information to be placed in a database for quick matching of qualifications to position openings. This technology is increasingly used by employers. For more information on scannable résumés look for the Ready Reference E-10, or contact the CEAT Career Services Office. Often, it is smart to have these two documents working together in your favor.