

Chronological Resume

The chronological resume is probably the one with which most people are familiar. On it, work experience is listed in reverse chronological order (most recent job first). The period of time during which you were employed is listed first, followed by the name of the employer and then the employer's location. A description for each job is also included. Following work history is a section on education. If you are trying to show career growth, a chronological resume may be the way to go. If your most recent job is store manager, while the one before that is department manager, and the one before that is sales clerk, you can show a history of promotion. However, if your work history has been spotty or if it has been stagnant you shouldn't use a chronological resume. If you are changing careers, a chronological resume is not for you either.

Functional Resume

A functional resume categorizes skills by function, emphasizing your abilities. This is also useful if you are changing careers and want to show how you can transfer your skills. It is important to show prospective employers what you can offer them. A functional resume does just that. A functional job objective is given first, followed by several paragraphs, each discussing a different job function. Examples of functions are: Supervision and Management, Accounting, and Writing and Editing. Begin with the one you want to emphasize most. If you are customizing your resume for different employers, you can change your functional job objective as well as the order in which you list the functions. Always list your previous jobs at the bottom.

Combination Resume

A combination resume is exactly what it sounds like — it combines a functional resume with a chronological one. Following your contact information are paragraphs describing job functions. A section titled "Employment Experience" comes next. That is where the chronological part of the resume comes in. List employers and dates in this section. Do not offer further descriptions here as you have already described your abilities in the functional part of this resume. This is a useful format if you are changing careers but have a solid employment history and if your job duties on a single job were very diverse and you want to stress your various abilities. If you spent a long time at one job but moved up through the company, you might want to use a combination resume.