



Types of Resumes

All resumes should be targeted towards specific job postings and hold keywords from the job ad.

<p>Chronological</p>	<ul style="list-style-type: none"> • Most common type. • Starts in reverse chronological order. • Employers prefer to see previous work and potential. • Works well for workers with strong job background and previous experience. • Not recommended for new workers.
<p>Functional</p>	<ul style="list-style-type: none"> • Focus on skills and experience. • Instead of “work history” section, may use “professional skills” or “accomplishments”. • May have a “resume summary” at top listing skills or achievements. • Concise work history at bottom if at all • Useful when changing careers, gaps in history, or just starting.
<p>Combination Resume</p>	<ul style="list-style-type: none"> • Mix between chronological and functional. • Skills and qualifications at top, followed by employment history. • Highlights skills while giving employer information. • This style looks good to employers.
<p>Resume with Profile</p>	<ul style="list-style-type: none"> • Includes a short summary of skills, experiences, and/or goals related to desired job. • Profile is often helpful to most applicants.
<p>Nontraditional Resume</p>	<ul style="list-style-type: none"> • Best for creative fields. • Can include photos, infographics, graphs, other visuals, or even be a video.

Information Obtained from: <https://www.thebalancecareers.com/resume-types-chronological-functional-combination-2063235>