



# Résumé Types

## Ready Reference ♦ E-2

♦ OSU Career Services

### **Hot Tips:**

- There is no one correct way to design a résumé.
- The type of résumé you choose will depend on your past experiences and the position you target.
- The résumé's goal is to obtain an interview!
- The interview's goal is to obtain the job offer!

### **LET'S GET STARTED**

Your first task is to determine which type of résumé format is best for you. The three most common types of résumés are **chronological**, **functional**, and a **combination chronological-functional**. The exact content of each résumé will vary depending on individual circumstances. Outlined below is a summary of each résumé type:

#### ***Chronological:***

A chronological, experienced-based résumé is the most common and most often recommended type of résumé. This format concentrates on your work history by listing experiences in reverse chronological order. You will want to utilize a chronological résumé format if the 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 seeking entry-level positions in their chosen career field.

#### ***Functional:***

A functional résumé is organized by skill sets gained from several sources rather than by places of employment. This format works best for individuals who have little experience in the field of interest, but who possess many transferable skills. In addition, a functional format allows an individual to emphasize 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 three types of résumés can be formatted to be both scanned and emailed. This will enable all information on your résumé to be placed in a database for quick matching of qualifications to position openings. This technology is increasingly used by employers to find qualified candidates. For more information, look for the *Ready Reference E-10* or contact your College Career Consultant.

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