RESUME STYLES

A variety of methods is available for writing a resume. Different approaches work for different people. The three most popular resume styles include: chronological resumes, functional resumes, and hybrid resumes. To these three we will add the structured interview resume. Although not used often, this resume format enables a person to set out the benefits that they offer an employer in a conversational style. It is inviting to read and enables you to convey a lot of targeted information. It is particularly useful if you are able to anticipate the types of questions that will be asked at an interview. By presenting your resume in this way, you provide the employer with an expectation about how you might perform in an interview, giving the employer a reason to consider your application further.

The Chronological Resume

This resume style is the one many people use without thinking. It lists your training and jobs in order of the dates you started each of them. Typically, people list their most recent training or first job and proceed backwards to the first things they did in the past. This is called “reverse chronological” order. The components of this resume include:

Personal contact information

Employment history, including employers, dates of employment, positions held, and achievements

Educational qualifications

Professional development

The Functional Resume

This is the style that emphasizes the skills of the individual and his or her achievements. It is often used when the applicant lacks formal education, or their educational qualifications are judged obsolete or irrelevant. If you have had many different jobs with no clear pattern or progression, or a lot of gaps in your work history, some people recommend this approach.

The Hybrid Resume

This is an increasingly popular approach that combines the best of both the chronological resume and the functional resume. A hybrid resume retains much of the fixed order of the chronological resume, but there is a lot more emphasis on skills and achievements—sometimes in a separate section. The hybrid approach is the one that we recommend to most people, in that it produces an excellent clear structure but requires the candidate to really think hard about their achievements and what they have to offer. Obviously, there is a limit to how long your resume should be. If you decide to use a hybrid style, you may wish to leave out the detailed responsibilities section and emphasize the skills, knowledge, and abilities you have.