

Step 1: Choosing the format that works best for you.

Did you know there are three main types of résumés?



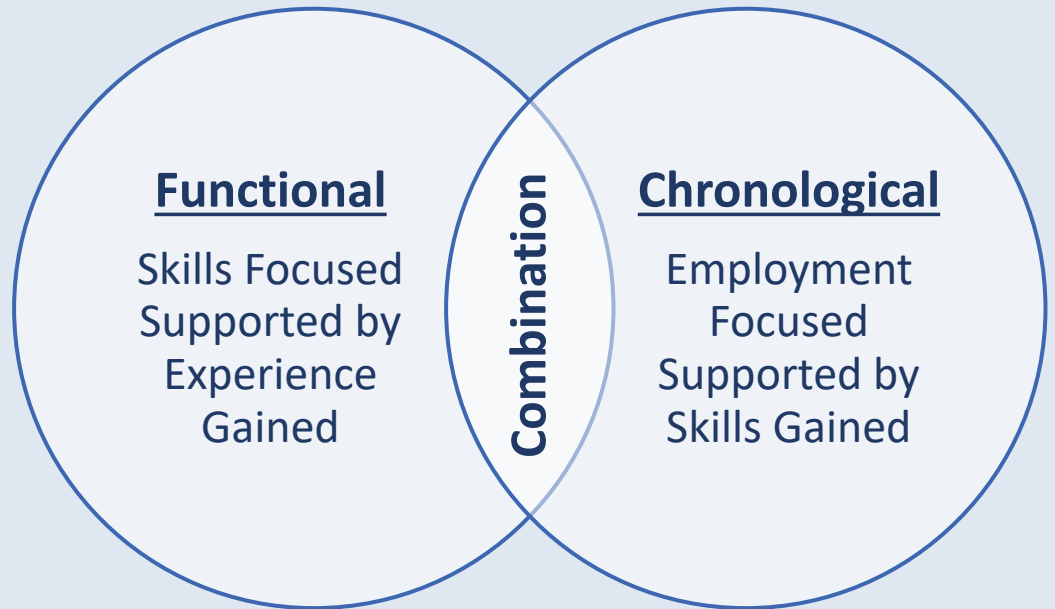
Functional



Chronological



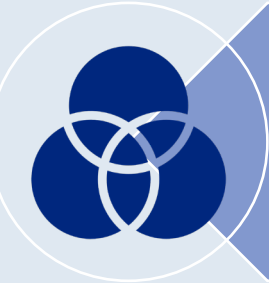
Combination



- > Best fit for those with limited experience in their field of interest
- > Emphasizes skills developed through academic/volunteer/work experience
- > Clusters one's knowledge, experience, and activities into skill categories
- > Downplays unrelated work experience, stressing transferable job skills



- > Best for those with an impressive work history in their field of interest
- > Focuses on employment history and education
- > Experience and education are listed in reverse chronological order
- > Each job listed includes the company, dates of employment, and responsibilities with highlighted accomplishments



- > Combines the elements of the chronological and functional types
- > Highlights both skills/responsibilities section and work history
- > Answers any questions employer may have about your experience while emphasizing skills

Have Questions? Contact the Employment Hub at JC-CCE@jccmi.edu or visit us in BW 124