

## Basic chronological resume format

With a chronological format, you list your job history and education in reverse chronological order, meaning the most recent and relevant information is listed first.

Try to keep each section concise and list only the education and experience that will be relevant to your prospective employer. Be specific rather than general, and use as many facts, figures and numbers as possible.

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### First and last name

Home address, city, postal code, 555-555-5555, yourname@emailaddress.net

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### PROFESSIONAL PROFILE

This is where you should give your prospective employer a brief overview of your notable skills as well as professional characteristics.

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### PROFESSIONAL EXPERIENCE

- 2011-2012**    **Company name and job title**  
Description of job duties and acquired skills
- 2009-2011**    **Company name and job title**  
Description of job duties and acquired skills
- 2008-2009**    **Company name and job title**  
Description of job duties and acquired skills
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### EDUCATION

- 2004-2008**    **Degree earned**  
Name of school
- 2000-2004**    **Degree earned**  
Name of school
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## Basic functional resume format

A functional resume format doesn't bother with chronology. You list only the relevant skills and abilities without mentioning dates, employer names or education history.

This format can be useful for people who are returning to the workforce after many years or those who have just graduated and don't yet have much experience. It allows you to highlight your skills and abilities, without drawing too much attention to gaps in your career and education history or a lack of practical experience.

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### First and last name

Home address, city, postal code, 555-555-5555, yourname@emailaddress.net

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### SUMMARY OF QUALIFICATIONS

This is where you should give your prospective employer a brief overview of your notable skills as well as professional characteristics. Use these bullets to highlight your key accomplishments and further define your skills to give your prospective employer a better picture of your abilities.

Skill #1

Skill #2

Skill #3

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### PROFESSIONAL EXPERIENCE

Job title

*Company name and brief overview of job duties*

Job title

*Company name and brief overview of job duties*

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### VOLUNTEER EXPERIENCE

Use bullet points to list any places you may have volunteered where you gained and developed transferrable skills.

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### EDUCATION AND TRAINING

#### Degree earned

Name of school

#### Qualification earned

Name of school

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## Basic combination resume format

With a combination format, you use both styles by listing any relevant skills and abilities as well as experience and education in chronological order.

If there are jobs that aren't relevant to the position you are applying for, you can simply list the job title and dates, without going into detail about the tasks you performed.

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### First and last name

Home address, city, postal code, 555-555-5555, yourname@emailaddress.net

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### SUMMARY OF QUALIFICATIONS

This is where you should give your prospective employer a brief overview of your notable skills as well as professional characteristics. Use these bullets to highlight your key accomplishments and further define your skills to give your prospective employer a better picture of your abilities.

Skill #1

Skill #2

Skill #3

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### PROFESSIONAL EXPERIENCE

**2011-2012**    **Company name and job title**

Description of job duties and acquired skills

**2009-2011**    **Company name and job title**

Description of job duties and acquired skills

**2008-2009**    **Company name and job title**

Description of job duties and acquired skills

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### EDUCATION AND TRAINING

**2004-2008**    **Degree earned**

Name of school

**2000-2004**    **Degree earned**

Name of school

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