

Four Types of Resumes

A common misconception is that there's only one way to write a resume. There's actually a variety of resume formats, and each one has its own strengths and weaknesses.

Depending on your specific skill set or work history, one format might be better suited to highlight your qualifications than another.

For reference, there are four types of resumes:

- [Chronological resumes](#)
- [Functional resumes](#)
- [Targeted resumes](#)
- [Combination resumes](#)

To help you understand the differences between each resume format and decide which is the best fit for you, here's a short breakdown:

Chronological Resume

- This resume opens with an introduction, and then provides an overview of your professional history in **reverse-chronological order** (meaning your most recently held position is listed at the top).
- This format is the **most common type** of resume used by job seekers today, and is suitable for candidates with a variety of different experience levels.

Functional Resume

- This resume is formatted to focus on **your skills and abilities**, rather than your chronological work history.
- It's preferred by professionals who want to draw attention away from their traditional work experience, such as those who are **changing careers** or have significant gaps in their work history.
- The functional resume is unique because the resume introduction and skills section are longer and more detailed than usual, and the work experience section is de-emphasized.

Targeted Resume

- A targeted resume is a resume **tailored for each position** you apply to.
- Highlight any highly relevant skills and experience you have, and write your resume to focus on these qualifications.
- To write a strong targeted resume, **scan through the job listing** for the position you want to fill.
- Typically, hiring managers include the skills, responsibilities, and traits that they want candidates to possess in the job description.
- Then, highlight these qualities on your resume to demonstrate that you're an ideal fit for the position (if you have them).

Combination Resumes

- A combination resume is a format that (true to its name) combines the best aspects of a functional resume and a chronological resume.
- While a chronological resume focuses heavily on experience and a functional resume emphasizes skills, a combination resume typically **leverages both work history and skills** equally to demonstrate your qualifications.
- Combination resumes are ideal for candidates who have extensive experience or a highly developed set of skills that they want to showcase.

For more tips, templates and other helpful resources, please look at the following websites:



<https://how-to-write-a-resume.org/>



<https://www.resumewriting.net/>