

# Résumé Formats

Stephen F. Austin State University | Center for Career and Professional Development

Anyone will tell you there's more than one way to compile a résumé! Choose the résumé format that best highlights your skills and qualifications for the job. Think about what format will showcase your high points as well as what type of résumé your potential employer may be looking for (what format is standard for the industry?). The three basic résumé formats are chronological, functional, and combination. Curriculum Vitae (CV) is worth mentioning, and although it is not a technically a résumé, it is sometimes used in place of one when warranted.

## Chronological

- Most common résumé format and preferred by most employers
- Focused around time; main sections in a chronological résumé include: Heading, Objective, Education, and Experience
- Education and Experience sections are organized in reverse chronological order (i.e. most recent listed first)
- Good format to use if you have strong internship and employment history; useful for demonstrating continuous employment
- This format highlights job titles and company names

## Functional

- Focused on professional skills that may have been developed from a conglomeration of experiences; sections in a functional résumé are skill areas that are clustered together under appropriate headings such as Management, Communication, Organization, Sales, etc.
- Used to market your qualities by emphasizing your skills and abilities
- Good format to use for the student who has an [empty résumé](#): no work experience. Also good for alumni with extensive experience, reentering the job market, or making a career change

## Combination

- Combination between a chronological and functional résumé
- This format is most appropriate for recent graduates/young alumni with relevant experience from a variety of areas such as extracurricular activities, class projects, internships, volunteering, etc.
- In addition to the Heading, Objective, Education sections, it may include a Summary of Qualifications followed by relevant experience and activities

## Curriculum Vitae (CV)

- Provides much more detail than a résumé, specifically on academic and professional accomplishments; may be 3-10 pages in length. Curriculum Vitae is Latin, meaning "course of one's life"
- The Education section is critical, providing thorough information such as research, thesis, or dissertation topics. In place of an Objective statement, a CV may list a professional summary highlighting experience and skills
- Common headings found in a CV include: Special Competencies, Papers Presented, Special Research Interests, Professional Memberships, Publications, and Courses Taught
- Typically used by people seeking upper-level positions in higher education, teaching, research, government, grant proposals, etc.