

## Which Basic Resume Style is Right For You?

There are a few different **resume styles** that you can use to set out the content in your resume. If you know which one is right for you, then you will be maximizing the impact that the resume has on the potential employer and catapult yourself towards the all important job interview. The **best resume style** will depend on your employment history as well as the kind of job that you are applying for.

### *Chronological Resume Format*

The **Chronological** format for setting out resumes is the most common style. This is effectively a chronological timeline of your past employment. Most of the space in your resume should be devoted to presenting your work experience or employment history.

In between detailing the companies that you have worked for and the dates that you were employed there, you should also include descriptions of what role you performed while employed at each company and some of your **achievements**. This is not the time to be humble, but nor should you stretch the truth. You need to be your best salesperson and blow your own trumpet a little. If you are wondering about the benefits of hiring a Professional Resume Writer, the article: "**Why Hire a Resume Writer?**" can answer some of your questions.

With a **Chronological resume style** you will generally start with your current or most recent employment. The reason for this is that recruiters do not tend to spend a long time poring over your resume, they need to have the most pertinent information right before them in a flash so that your **Curriculum Vitae** does not end up in the trash bin. Other sections that you will include following your:

- Employment History
- Education
- Qualifications
- Professional Affiliations

### *Functional Resume Format*

The **Functional** format, while not as popular as the **Chronological** version, is still a very useful tool to have up your sleeve. This is the ideal **resume style**, if you want to gloss over any gaps in your employment history and retain a solid looking CV. The way that this format works is to divide up your experience into skills based sections. In this style you are going to be downplaying the companies, dates and position titles and shining a spotlight on the skills that you would bring to the job.

### *Combination Resume Format*

The **Combination** format is a variation on the **Chronological** structure and plucks elements from a **Functional** resume too. This style of resume is often used to great effect with **military, executive** and **technical** resumes. When setting a resume out in this style, you will break your work history into relevant sub-categories.

If you want to blow your competition out of the water and achieve pole position on the interview list, then choosing the right style of resume is essential. With the right resume format, you will highlight your **strengths** and shift the spotlight away from areas of your employment history that could be construed in a negative manner.

*All of the resumes created by the Certified Writers at Regal Resumes are customized, attractive, and effective. Take a look at some of our resume samples in our Resources section.*