

THREE TYPES OF RESUMES



Learn which resume format works best for you, and access our free templates on the GreaterROC Career Portal

01 Chronological Resume

A chronological resume is the most commonly used and preferred resume format. This type of resume focuses on past experience, displaying a timeline of work experience with brief explanations, and additional subsections.

02 Functional Resume

A functional resume places a emphasis on skills and areas of expertise, rather than on the past work history. This type of resume is typically used when changing career fields or when there is a gap in employment.

03 Combination Resume

A combination resume combines a chronological resume and a functional resume. This format appeals to both traditional and non-traditional hiring managers, listing skills and expertise first, followed by employment history.
