

## THREE RESUME FORMATS

# ATS FRIENDLY RESUME FORMATS

1

**C**

### CHRONOLOGICAL

A chronological resume lists work experiences and achievements starting from the current or most recent one. It's the perfect choice for job-seekers who have plenty of experience and achievements to list on their resume.

2

**F**

### FUNCTIONAL

The functional resume deemphasizes work history and puts skills and accomplishments front and center. After your name and contact information, you go straight into your most relevant skills and accomplishments.

3

**H**

### HYBRID OR COMBINED

The hybrid or combination resume combines the chronological resume format and the functional resume format by job skills and achievements section first followed by work experience (the focus of a chronological resume format).

**TIPS**



- Use the right format for your resume
- Never use colored paper
- Never use weird fonts, bold too much, or colored boxes
- Always be sure you have the right keywords per job posting
- Always check spelling, punctuation, and grammar
- Do not use different types of bullets; keep them the same throughout
- Never use the term "I" or "me" in the resume
- Font, formatting, and stylistic choices should be as simple as possible
- No charts, graphs, or other visuals, headers, footers, or tables