Resume tips

Resume is a professional document that resembles you before you presenting yourself inperson.so that has to be very systematic and in a mannerable format that catches the eye of the recruiter.no matter how skilled you are the perfect resume maintenance has to be followed.

First we have to know what type of job we are applying for and recruiting criteria of company .it may differ from company to company .so one must have to maintain three to four resumes that includes different criteria that companies are looking for.

There are different kinds of resumes namely

**Chronological:** This is a very popular format used by many candidates. As you can understand by the name, a chronological resume focuses on the sequential history of your work. This is mostly presented in reverse chronological sequence as it starts with the recent first. This means that the resume will start with your current work and will go backward. This type of resume allows you to show your work history well.

**Functional Resume:** A functional resume is mostly used when you do not want to emphasize on your work history date wise, rather you highlight your skills and areas of expertise. In a functional resume, your skills and competencies are given more priority. People who have switched jobs very frequently or have changed career should ideally go with this format as this does not emphasize on many organizations that you worked for. Instead this, you should highlight your key skills which you have gained while working with these organizations.

**Targeted Resume:** It is a customized version of a resume which provides details regarding your experience and core skills in accordance with the requirements of the job for which you are applying for. A targeted resume essentially focuses on outlining the qualifications and proven abilities across the career to mirror the job opening, but care must be taken in ensuring that the information which is shared needs to be accurate as far as possible and not embellished. One of the major limitations of this type of resume is it is very time-consuming due to the customization element involved in it.

**Non-Traditional Resume:** This kind of a resume makes extensive use of graphics, photos, visuals, images and various impressive templates. In the contemporary scenario, visual resumes are in trend and increasingly being demanded by the recruiters. Especially for IT and various other technical positions.

So one must know what type of resume suits their job search .

Format :

**For a professional resume, follow these 10 resume formatting steps:**

**How to format a resume?**

**Set**[one-inch margins](https://zety.com/blog/resume-margins)**on all four sides.**

**Pick a 11 or 12pt**[resume font](https://zety.com/blog/best-fonts-for-resume)**and stick to it.**

**Create a proper**[resume header format](https://zety.com/blog/resume-header)**for your contact details.**

**Divide your resume into legible**[resume sections](https://zety.com/blog/resume-sections): Contact Information, Resume Summary, Work Experience, Education, Skills.

**Use**[bullet points](https://zety.com/blog/work-experience-resume)**to talk about past jobs.**

**Be consistent with your resume formatting** (stick to the same date format: for example *11–2018*, or *November 2018*.)

**Use single or 1.15 line spacing.**

**Add an extra space before and after each section heading.**

**Make your**[resume as long as it needs to be](https://zety.com/blog/how-long-should-a-resume-be)**.**

**Don’t use**[photos on your resume](https://zety.com/blog/resume-picture)**.** Unless the job description specifically asks for them. You’re looking for a job, not a date!

What about the proper file format?

* Usually, a PDF is your best bet: it makes sure your resume layout stays intact across all devices.
* Some companies require resumes sent as MS Word (DOC or DOCX) files. Pay attention to the job ad, if they want you to send a DOC resume, you have to play by their rules.
* To stay on the safe side, have your resume available in both PDF and DOC file formats.
* Avoid file formats with no text layer, such as JPG or PNG, or files dedicated to graphic software (PSD, INDD, or AI).

Sample resume:



