

Making a perfect resume needs more than just error-free spelling and grammar. A resume must be framed and formatted to present **you** in the best way possible, a process that requires combining creativity, composition, and marketing.

How to Choose the Best Resume Format

Each resume format has its own set of advantages and disadvantages for different kinds of job seekers, so be sure to choose wisely. Three types of resume are

- Chronological Resume Format Writing Guide
- Functional Resume Format Writing Guide
- Combination Resume Format Writing Guide

	Entry-Level/Student	Mid-Level	Executive/Specialist
Reverse-Chronological	✓	✓	✓
Functional			✓
Combination		✓	✓

What is a Chronological Resume?

A chronological resume is the **most commonly used resume format among job seekers**. Also referred to as a reverse-chronological format, this style is what most people traditionally think of when they hear the word “resume.” This resume style gets its name from the way the Professional Experience section lists a candidate’s past jobs in a reverse-chronological order.

The reason this format is preferred by the majority of job seekers is that it **accommodates all industries and levels of experience**. Since the chronological style is so conventional, most veteran HRs also favor it over other formats. Since work experience is listed chronologically, this format is really nice for those who want to demonstrate a vertical career progression.

The only reason why **this format might not work for you is if you have work history gaps or frequent job changes**. These are two issues that a chronological resume does, a poor job of masking and that employers don’t want to see. Other than that, choosing the chronological format is often a safe bet for job seekers.

The content of your resume—all those carefully chosen verbs and achievement statements—is what convinces an employer to invite you in for a job interview. That is why you need to spend time on writing and re-writing the words.

Explain to the students the contents of the resume.

- ✓ Career Objective
- ✓ Academics / Educational qualification
- ✓ Skills sets – Technical & Non-technical
- ✓ Projects / Mini-projects
- ✓ Trainings and Internships
- ✓ Co-curricular activities
- ✓ Extra-curricular activities
- ✓ Achievements
- ✓ Personal details