

Selecting right format for Resume.

To build on to great resume it is very important to determine the appropriate format that aligns with our qualifications and showcases our strengths effectively.

Key points to remember while selecting the appropriate format for your resume :

1. Know the potential customer for our resume

Potential customers, in the context of creating a resume, refer to the employers or companies we are targeting for a job or internship. When crafting a resume, it's crucial to tailor it to the specific position and company we are applying for.

In our case, the potential customers are:

- **Recruiter**
- **Hiring Manager**
- **Applicant Tracking System**

2. Choose the format of Resume

i. Chronological Resume

- It is the most traditional and widely used resume format to show career progression.
- A chronological resume presents your work experience in reverse chronological order, highlighting your most recent positions first.
- This format is particularly effective for showcasing stability in your work history.

ii. Functional Resume

- A functional resume emphasizes your skills and qualifications rather than focusing on your work history in chronological order.
- This format is advantageous for highlighting specific competencies and abilities, especially if you're changing careers.

iii. Combination Resume

- A combination resume combines elements of both the chronological and functional formats.

- It comprises of both Work Experience and Skills and achievement in different lecture respectfully.

3. Make the Resume readable and ATS friendly

Use Google Docs , Ms Word , canva & many more