

## **Résumé Presentation Formats**

Standard, traditional résumé formats are identified by different terminology depending on the way the information is presented, and all résumés should be written in a way that is “Target or Value Based; meaning to portray the candidate’s value right up front.

Chronological ▪ Functional ▪ Combination ▪ Curriculum Vitae

Guidance on how lengthy your presentation should be varies across the industry. Keeping in mind that résumés usually only receive 10-20 seconds of attention, the best strategy is to keep your presentation down to one or two pages unless your actual work history and significant accomplishments will adequately support a third page. The information below will help you determine which type of résumé will work best for you.

### **Chronological Résumé**

- Work History is listed with the most recent employment first.
- Career history is easy to follow and shows progression or continued growth.
- Great for all levels of the workforce and professions.

### **Functional Résumé**

- Skills and experience is listed first followed by work history.
- Covers gaps in employment.
- Great for career changes or extended absence from the workforce.

### **Combination Résumé**

- Combines aspects of both the Chronological and Functional presentation.
- Highlights skills, followed by employment history (may or may not be chronological).
- Creative in the presentation of information.
- Great for highlighting previous experience in a particular field when targeting employers; covering minor gaps in employment or just stepping “outside the box” in efforts to be noticed.

### **Curriculum Vitae (CV)**

- A lengthy, detailed synopsis of an individual’s education and academic background.

- Content may include research results, publications, awards, honors, affiliations and other information; and may consist of many pages of information.
- Used to obtain positions in the academic community, scientific or research industry, and to apply for fellowship or grants.
- In the European community, a CV is the term used for the word “Résumé “.

***Bottom Line Up Front*** - No matter which format you choose to document your work history, remember to “Target” a specific job position and focus on the employer needs as you portray your value as a candidate.

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