



RESUMES: JUST YOUR TYPE!

You have a number of choices for the format of your resume. Learn about the different types to help you choose the right one.

Writing your resume is not a one-size-fits-all proposition. There are several different types of resumes to choose from to fit your story to the target industry, position, and your specific circumstance.



The Chronological Approach

This resume type focuses on work experience, arranged in reverse chronological order starting with your most recent position.

SOCIAL MEDIA MANAGER

EXPERIENCE

SOCIAL MEDIA PRODUCER

NEW MEDIA COMPANY | FEB 2013 - PRESENT

- Managed social media accounts and created social media for daily postings
- Increased social media following and clicks by 200%

COMMUNICATIONS INTERN

RICH MEDIA INTERACTIVE | APR 2012 - JAN 2013

- Developed a social media strategy to increase the following of the company website
- Spearheaded a viral campaign for one of the company's new products

- This approach is the most traditional and most commonly used—most employers prefer it because it's easier to see and evaluate an individual's work history and career progression.
- A chronological format is appropriate for candidates with deep experience in jobs that directly relate to the roles they're seeking.
- This approach is not ideal for candidates with gaps in their work history due to taking time off to have a child, an extended period of unemployment, or other life events.
- Within this format, you can include other experience/skill-focused sections such as leadership, volunteer activities, student involvement, and others.

Tip: CHECK OUT OUR RESUME SUMMARY HANDOUT FOR MORE IDEAS ABOUT HOW TO CUSTOMIZE YOUR RESUME!

The Functional Approach

Functional resumes organize different types of experiences according to skills, which provides you the ability to highlight the most relevant experience sections at the top of the resume.

- Instead of a “work history” heading, you might have sections titled “professional experience” or “accomplishments.”
- This resume format is suitable for career pivots because it allows you to highlight transferable skills or skills acquired in diverse roles.
- This format is also good for a person with resume gaps because its structure is less focused on chronology.
- A functional resume can also be a good fit for highlighting skills that have been honed outside of traditional work roles.

Arts Administration Experience

Artistic Director

The Rose St. Clair Theatre | October 2020 - Present

- Developed and organized seasonal plays, annual performances, and tours
- Supervised and evaluated the performance of artistic and technical personnel
- Oversaw the production and technical elements of each production
- Supervised and monitored the production staff

Marketing and Social Media Experience

Development Assistant

Bijou Theatre Company | July 2019 - June 2020

- Assisted in the direction and production of the company's plays
- Worked closely with the Board of Directors
- Helped supervise the junior artistic and technical staff
- Cast all of the artistic and technical personnel

The Combination Approach

The combination resume is exactly what it sounds like—a mix of both formats. In general, a combination resume highlights both traditional work experiences and skills gained from classes, volunteer projects, and other experiences.

- Typically a combination resume leads with a list or summary of skills and qualifications, followed by a chronological work history.
- This format works well for a candidate with a lot of experiences in one role because it allows you to draw attention to the most relevant skills you've developed.
- Even entry-level candidates can use this format effectively—placing a skills section close to the top of the resume is an effective way to frame your job qualifications when there are fewer positions to describe in your work history.

PROFESSIONAL EXPERIENCE

Education & Development Grant for Employability (EDGE) Student 2019
DePaul University Career Center | Chicago, IL

- Collaborate with five team members and the DePaul Alumni Sharing Knowledge (ASK) program to coordinate and host networking events for students and alumni mentors
- Plan and participate in weekly project meetings in order to effectively organize events and reach project goals
- Promote Career Center and ASK programs to students in order to encourage student use of professional development resources
- Assist staff with job fairs serving over 1,000 students

Desk Receptionist | St. Monica Parish | Chicago, IL 2019

- Tasked to make graphics for offline and offline layouts.
- Edited editorial photos for clients and magazines, and social media posts.

VOLUNTEER EXPERIENCE

Youth Mentor | Boston Refugee Youth Enrichment (BRYE) | MA 2019

- Mentor refugee youth age 6-12 on a variety of topics including adjustment to life in Dorchester, American culture, school, and socializing
- Collaborate with student leaders from Harvard University and the Boston Public Health Association to create an enriching mentorship program for BRYE mentees