

THE AVERY POINT GROUP

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Resume Format Options

Your resume can be arranged in one of two basic formats:

- **The Functional Resume:** This format distills your total work experience into major areas of expertise, and focuses the reader's attention on your accumulated skills.
- **The Reverse Chronological Resume:** This format presents your skills and accomplishments within the framework of your past employers, with your most recent job appearing first.

Although the information you furnish the reader may essentially be the same, there's a big difference in the way these two formats are constructed, and the type of impact each will have. Our experience has shown that the Chronological resume brings the best results, since it's the most explicit description of the quality and application of your skills within a specific time frame. The Functional resume, on the other hand, works well if you've changed jobs or careers often, and wish to downplay your work history and highlight your level of expertise. If a prospective hiring manager is specifically interested in a steady, progressively advancing employment history (as most are), then the Functional resume will very likely work against you, since the format will seem confusing, and might arouse suspicions. However, if the employer's main concern is your technical or problem-solving ability, the Functional resume will serve your needs just fine. Either way, you should always follow the guidelines presented in our other online help files regarding content and appearance.