

Your experience listed on your resume can be molded in different ways to emphasize particular characteristics.

Chronological

List job titles, company names, and dates. Group accomplishments under each position in reverse chronological order.

Functional

Skills and accomplishments are grouped under several functional skill categories. Create a separate section for work history.

Combined

Includes a "skills and accomplishments" section followed by a chronology of work experience, or a reverse chronological work history with experience grouped by functional skill category under each job heading.

Education may be de-emphasized for a person with a long employment history, or emphasized for the more recent graduate. Include degrees, majors, graduation dates, the name and location of the institution from which you graduated, related certificates and licenses, studies abroad, minors, emphases of concentration, and academic honors.

Under a "Related Experience" heading you may include sub-headings: Professional Membership/Training, Software and Hardware Skills, Volunteer Work, Honors, and Awards.