## Handout One: Chronological vs. Combination Style Resume

**Chronological Style Resume**

One traditional resume format is a Chronological presentation of your work experience and qualifications. The following is true about this format:

* Lists the specifics of your work experience in reverse chronological order.
* Includes work history and education.
* Many organizations and human resource departments prefer this method.

**Combination Style Resume**

Another useful format is the Combination Style Resume. This type of resume allows you to do the following:

* Focus on the target position / job. Present your capabilities that are required of that position.
* Relate your ability to do the job regardless of when the skills were last used.
* Show research about the position sought.
* Include job titles and dates of employment.

**Essential Information for All Resume Formats**

Regardless of the resume format utilized, you must be sure to include basic information that employers need to know. This would be information such as:

* Full name and contact information. Telephone numbers, e-mail and street address and fax numbers if necessary. If you have a professional website, this would also be important to list. Avoid putting social networking sites that are for personal use.
* Work experience related to the position you are seeking.
* Work experience not directly related to the position you are seeking. This shows other skills and experiences you have and your larger picture of work history.
* Education and schooling relevant to the position.
* A summary of qualifications or skills and abilities you bring to the job.
* Awards and recognition.
* References - You may choose to say references available upon request or list them on the resume itself.