**RESUME STYLES**

You can write a resume several different ways. The three most popular resume styles include: chronalogical resumes, functional resumes, and hybrid resumes. To these three we will add the structured interview resume. Although not used often, this resume format enables people to set out the benefits that they offer an employer in an conversational style. Its inviting to read and enables you to convey alot of targeted information. It is particularly useful if you are able to anticipate the types of questions that will be asked at an interview. By presenting your resume in this way, you provide the employer with an expectation of how you might perform in an interview, giving the employer a reason to consider your application further.

**The Chronological Resume**

This resume style is the one many people use without thinking. It lists your training and jobs by the date you started each of them. Typically, people list their most recent training or jobs first and proceed backward to the first things they did in the past. This is called “reverse chronological” order. The components of this resume include:

* Personal contact information
* Employment history, including employers, dates of employment, positions held, and achievements
* Education qualifications
* Professional development

**The Functional Resume**

This is the style that emphasizes the skills of the individual and his or her achievements. It is often used when the applicant lacks formal education, or his or her educational qualifications are judged obsolete or irrelevent. If you have had many different jobs with no clear pattern or progression, or your work history has several gaps, some people recommend this approach.

**The Hybrid Resume**

This is an increasingly popular approach that combines the best of both the chronological resume and the functional resume. A hybrid resume retains much of the fixed order of the chronological resume, but includes more emphasis on skills and achievements—sometimes in a separate section. The hybrid approach is the one that we recommend to most people, in that it produces an excellent clear structure but requires the candidate to carefully consider his or her achievements and what he or she has to offer. Obviously, there is a limit to how long you’re resume should be. If you decide to use a hybrid style, you may wish to just emphasize the skills, knowledge, and abilities you have.