

How to Write a Résumé



Accessful
The right start unlocks success

Resources for
Students



Which résumé style do I use?

There are many types of résumé styles you can use to apply for a job. Depending on your work experience, you can choose the option that matches your level of work history. Read each of the three types described below and decide which style sounds right for you.

Sample résumés are available in the **Student Resources** section. This is a great way to see how your résumé could look. Start by downloading the **Résumé Planning Worksheet** when you're ready to get started.

After you have recorded your skills, work or volunteer experience and any special training, you can then download the **Résumé Template** to build your very own!

Chronological résumé

This type of résumé works well if you have previous work experience.

The chronological résumé starts with listing your work history in a specific order. It always starts with the most recent job experience. Your other jobs are listed after in reverse chronological order. Employers like this style because it is easy for them to see what was your last job. First time job seekers should use a different résumé style to emphasize their skills.

Functional résumé

This type of résumé works well if you are new to the workforce or have limited job experience.

The functional résumé focuses on your transferable skills rather than work history. This style allows you to emphasize the skills you have for the job. You can even include a list of accomplishments or awards you have received. If you have started to gain some volunteer experience, you can list this history at the bottom of the résumé.

Combination résumé

This type of résumé is a mix between a chronological and a functional resume. It works well if you have started to gain some work experience. At the same time, it allows your transferable skills to be highlighted to gain an employer's attention.

At the top of the résumé, you would list your skills and any special qualifications. Your work history is recorded below this section in chronological order. Don't be discouraged if your work history is not very extensive. Employers want to know what jobs you have done in the past and how your skills make you the best fit for the job.