CAREER AND EMPLOYMENT TIPS | RESUMES

Resume Layout Samples

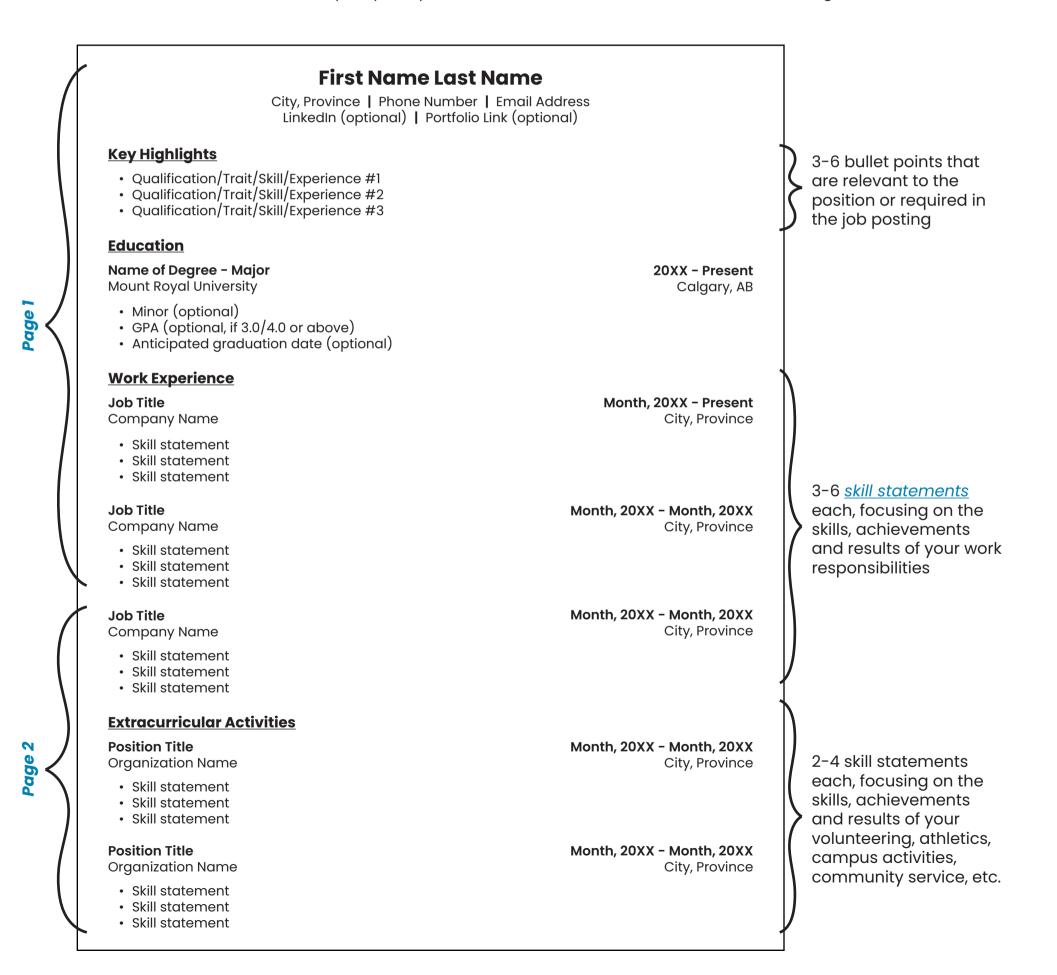
There are many different ways that you could organize your resume. While they may need some adjusting to fit your individual needs, below are samples of layouts you could use, and when to use them.

Don't know what to write? Check out our tips on writing a resume.

Chronological resume

- Highlights your work history and professional achievements
- Emphasizes a logical progression from one job to the next in a relevant field/profession
- Each position you have held is a selling point

Who should use it? Job seekers with plenty of experience and achievements that are relevant to the target role.

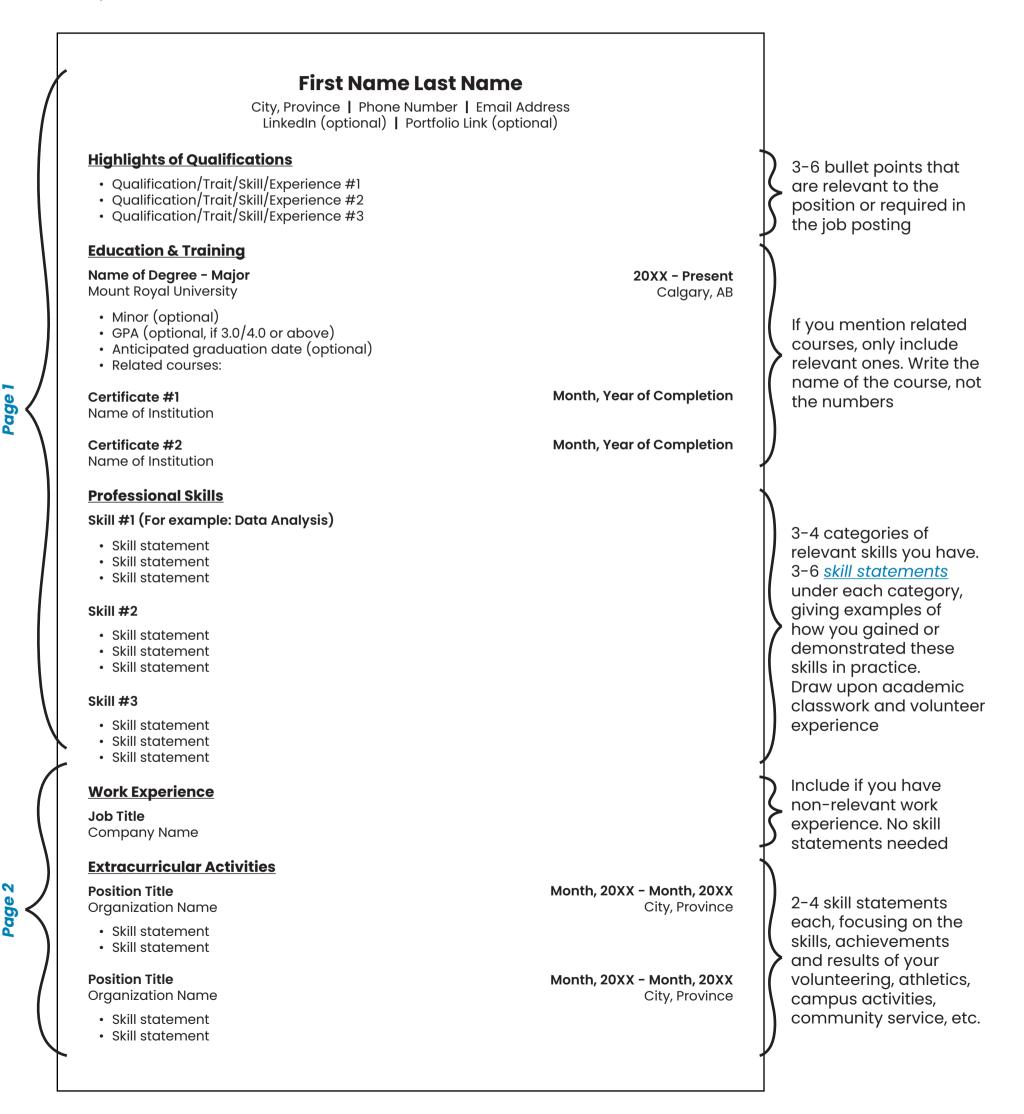


Functional resume

- Highlights skills and qualifications required to perform a job successfully
- Each skill is a selling point
- Also known as a "skill-based" resume

Who should use it? Job seekers with no relevant work experience, or no work experience at all.

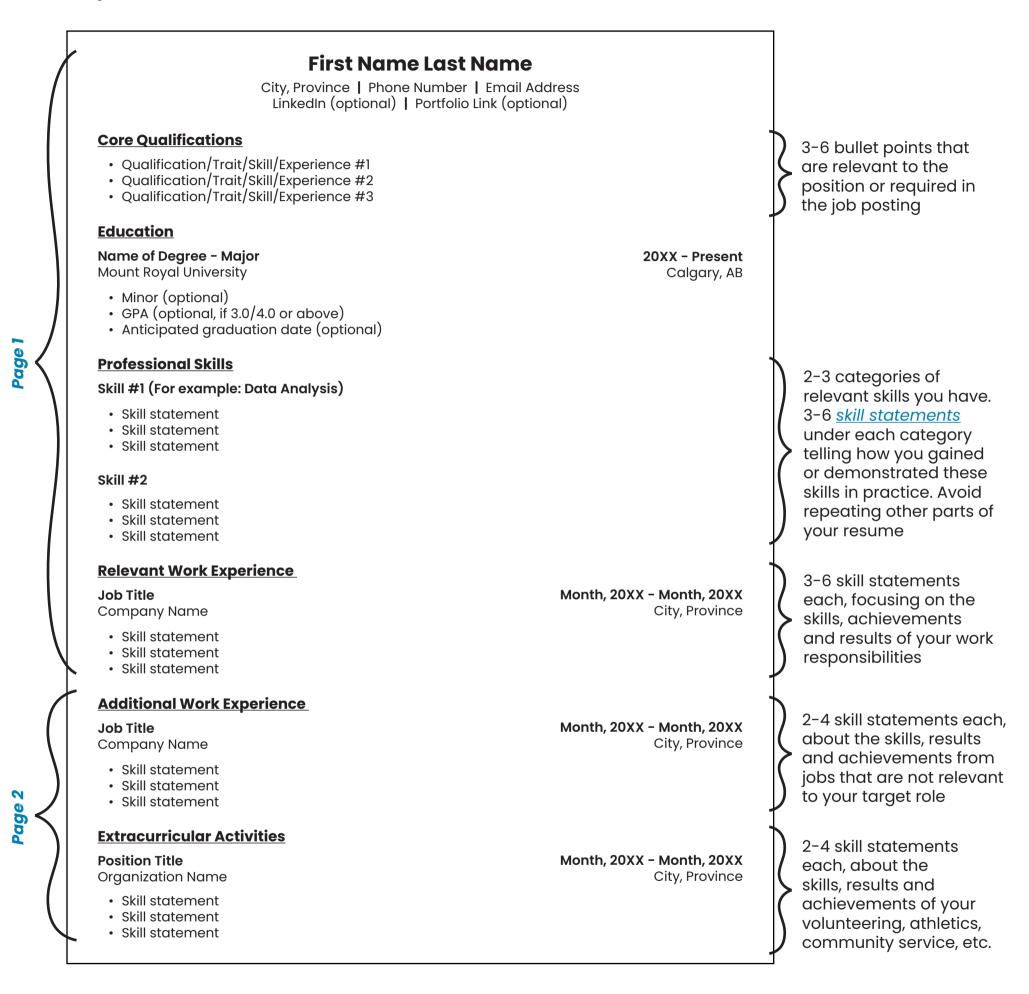
Note: This layout type is not as well known to employers as the Chronological or Combination resume. If you have any relevant work experience, consider the Combination Resume.



Combination resume

- A mix of the chronological resume and functional resume
- Highlights both skills and relevant work experience

Who should use it? Job seekers with minimal (1-3 years) related work experience, those with employment gaps or those looking to switch careers.



For additional resume help, <u>book an appointment</u> with Career Services or <u>request a resume review</u>.



NEED MORE HELP?

Book an appointment with us through MyCareerHub.

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mtroyal.ca/careerservices in <u>Career Services on LinkedIn</u>

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