

Functional Resume

Reverse Chronological vs. Functional

Reverse Chronological

Newest experience first; most common résumé format

Functional ("skills based")

Items grouped by skill types

Who should consider using it?

Career Changers

People with Gaps in Their History

or who've jumped positions frequently

People with Prior Experience

that's more relevant to the position they're applying for than the job they currently work

How do you do it?

Group Skills

into categories to emphasize qualifications

Label Skills

to match job position description

Use a very short Employment History

section that lists position, company, and date only

See the Following Examples

<http://www.vault.com/resumes/sample/functional-resumes/functional-resume-01>

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/functional-resume-break-tradition/article.aspx>