

Sample Resumes

Chronological Resumes

A *Chronological Resume* lists work experience starting with the writer's most recent position, and working back to the beginning of their work experience. It's good for demonstrating work experience and a career trajectory, especially if the job seeker is looking for a position in the same field.

Purdue Online Writing Lab - <https://owl.english.purdue.edu/owl/resource/927/03/>

Cornell Career Services - <http://www.career.cornell.edu/story/resumes/upload/ChronologicalResume2013.pdf>

GCF LearnFree - http://assets.gcflearnfree.org/downloads/cr_nurse.pdf

JobStar - <http://jobstar.org/tools/resume/res-chr1.php>

NYS Dept of Labor – http://labor.ny.gov/careerservices/findajob/res_fun.shtm#tabs-2

Functional Resumes

Functional Resumes concentrate on skills and abilities. They are best used for job seekers with a lot of experience, and can be used for job seekers looking to change careers. The emphasis on skills rather than time and lets the job seeker make a case for themselves as a value add to the company.

Purdue Online Writing Lab - <https://owl.english.purdue.edu/owl/resource/927/04/>

Cornell Career Services - <http://www.career.cornell.edu/story/resumes/upload/FunctionalResume2013.pdf>

JobStar - <http://jobstar.org/tools/resume/res-chr1.php>

Combination Resumes

As a mix of a chronological and functional resume, the *Combination Resume* can be the best of both worlds. IT allows the job seeker to emphasize both their skills and abilities, and the reliability of solid work experience.

Purdue Online Writing Lab - <https://owl.english.purdue.edu/owl/resource/927/02/>

Cornell Career Services - <http://www.career.cornell.edu/story/resumes/upload/CombinationResume2013.pdf>

NYS Dept of Labor - http://labor.ny.gov/careerservices/findajob/res_fun.shtm#tabs-1



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