

# RESUME

CHRONOLOGICAL  
RESUME

FUNCTIONAL  
RESUME



# Chronological Resume

- It focuses on education and experience. It lists work experience items or educational/professional qualifications starting with the current or most recent

# FUNCTIONAL RESUME

- It highlights accomplishments and emphasize skills. It demonstrate the skills needed for the targeted position.

# Chronological Resume

- Heading:- Contact Information, Applicants Name, Full Postal Address with pin code, Contacts Nr. And E-main address

# Position sought

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- It comes after heading. It makes the employer able to distinguish the application from others

# Career Objective

- It should be specific.
- Focused statement must express his career goals in relation to the targeted position.

Ex. To work as a system manager in a leading IT company.....

To obtain a challenging position.....

# Professional Summary

- It can be used in place of career objective. It is a one sentence statement listing the applicant's most important qualifications, essential skills and work experience.
- Ex:- Five years experience in providing customer support to the users of industry's.....

# QUALIFICATION

- Specific details regarding the applicant's educational and professional training must be included. The name of the school, college, board, year of passing, percentage and division.



# Work Experience

- It should be given in reverse chronological order by listing the most recent employment first.
- Position, name of the organisation. Duration and job responsibility must be mentioned.

# Special Skills, Abilities

- Programming, computer processing, foreign language, drafting etc

# Activities and interest

- Extra curricular activities and hobbies must be mentioned

# Achievements, Accomplishments

- It includes Scholarship, Fellowship, awards, distinction, Certificates

# References

- The name of the persons who can give letter of recommendations or references. They can be previous employer, teacher, research guide, supervisor.