ENG114 Module 2

**SAMPLE CHRONOLOGICAL RESUME TEMPLATE**

1. What kinds of applicants should be using this style of resume?
2. Notice that the chronological resume allows elaboration under the job. Of what potential value would information be about what you did at a previous job or a current job?
3. Would there ever be a time that you should not mention what you did at a previous or current job?

**SAMPLE FUNCTIONAL RESUME TEMPLATE**

1. What kinds of applicants should use this style of resume?
2. What details in the functional skills based resume format seem different than a chronological format?
3. Why would you only want to go back 10 years with your employment history or your past 3 jobs?

**SAMPLE HYBRID STYLE RESUME TEMPLATE**

1. What 2 kinds of applicants should consider this style of resume?
2. Why would a resume that focuses on career accomplishments within a specific line of work be useful for someone who has been out of the job market for maybe 10 years?
3. Compare and contrast this style of resume with both the chronological and the functional skills resumes.
4. Of all 3 styles, which style would be most appropriate for your career goals? Compare and contrast the similarities and differences of each style in a chart format.