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- **The purpose of a resume is to kindle employer interest and generate an interview.**
- **Hundreds of thousands of good resumes cross employers' desks every working day.**
- **Your resume probably has less than ten seconds to make an impression.**
- **By including too much information, a resume may actually kill the reader's appetite to know more.**

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The Chronological Resume lists work experience or education in reverse chronological order (most recent first), describes responsibilities and accomplishments associated with each job or educational experience. The most traditional type of resume, the "experience" section dominates this format. If you are just graduating from college, you can arrange the resume so that your educational data comes first.

Use a Chronological Resume when:

- **Your last employer is well known and highly respected**
- **You plan to continue along your established career path**
- **Your job history shows progressively more responsible positions**
- **You are applying to a traditional organization**

The Functional Resume lists "functional" experience separate from employment history. Instead of listing work experience chronologically, this format groups past experiences to showcase your individual competencies. This arrangement may be especially good for recent graduates without much on-the-job experience.

Use a Functional Resume when:

- **You want to emphasize capabilities not used in recent jobs**
- **You are entering the job market for the first time or are changing careers**
- **You have held a variety of unrelated jobs**
- **Your work has been freelance or mostly temporary (i.e. WT or summer internships)**

The Targeted Resume lists capabilities and accomplishments pertaining to a specific job and lists other work experience briefly in a separate section. This type should be used when you want to focus attention on what you can do for a particular employer in a particular position. This is a good organizational choice for people who have a very clear idea of what they want to do and can demonstrate their ability in the targeted area.

Use a Targeted Resume when:

- **You are very clear about your job target**
- **Have several career objectives and want a separate resume for each**
- **Want to emphasize capabilities that you may not have performed for a regular employer**

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