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Did you know that up to 75% of resumes are rejected before reaching a recruiter? In 2025, choosing the right resume format—whether chronological, functional, or hybrid—can make the difference between getting noticed and being overlooked. This guide will help you pick the best resume format for your goals and make it ATS-friendly. Employers and recruiters have one key question in mind: Does this candidate meet our requirements? With only seconds to evaluate each resuemen average 7.4 seconds (TheLadders) the format you choose must help them quickly find the information they need. Tip: Select a resume format that presents your qualifications clearly, catches attention, and demonstrates that you are the ideal fit for the role. Below is a guide to choosing the best format to support your career goals. Related: How to Make a Resume in 2025 [Step-by-Step Guide]The reverse chronological format is the most popular and straightforward option, listing your work history in reverse chronological order (most recent position first). It also includes sections for a professional summary, education, and credentials. PROSHighlights the progression of responsibility throughout the career. Preferred by recruiters, especially for executive and managerial positions. Proves that you are experienced and qualified to take on the job. Highlights well-known and impressive employers who will add weight to your credentials. Perfect for demonstrating a stable work history. CONSNot ideal for job seekers with employment gaps, frequent job changes, or those switching careers. Doesnt highlight transferable skills as well as functional or hybrid formats. Chronological Resume ExampleA chronological resume highlights a candidates work experience in reverse chronological order, making it ideal for professionals with a solid, continuous employment history. Below is an example from a seasoned Technical Architect, showcasing how to present clear career progression and technical expertise. Focus on Work History: The resume emphasizes the Professional Experience section, which is placed prominently after the summary. Each position is listed in reverse chronological order with the most recent job first. Clear Career Progression: The candidate progressed from Lead Engineer to Technical Architect at the same company (Hitachi Rail), showcasing career growth. Dates Included: Employment dates (e.g., 2020 Present) are clearly listed, a hallmark of chronological format. Consistent Formatting: Job titles, companies, and responsibilities are clearly formatted and easy to scan quickly. The Summary and Technical Skills sections support the experience, but do not overshadow it. Also known as a skills-based resume, this format focuses on key skills and achievements rather than job titles or work history. Experience is de-emphasized and often placed at the bottom of the document. PROSPerfect if you have gaps between jobs. Suitable for those returning to a career after a prolonged time off for personal reasons. Takes attention away from the limited experience of recent graduates and instead emphasizes valuable skills. Suitable if applying for jobs in a new area due to moving or spouse relocation. CONSDeemphasizes upward career mobility and long-term experience. Not suitable if you lack transferable or relevant skills. Functional Resume ExampleA functional resume emphasizes skills and achievements over a chronological work history, making it ideal for career changers, freelancers, or professionals with employment gaps. Here's an example from a marketing professional that showcases how to structure your resume around core competencies. Skills-Based Focus: Instead of focusing on job history, this resume is organized around key skill areas such as: Content Strategy & Development, Digital Marketing & Campaigns, Analytics & Optimization, Team Leadership & Collaboration. Accomplishments Highlighted by Function: Each skill section includes quantifiable achievements and demonstrates proficiency through results rather than timelines. Work History De-emphasized: The Work History is listed briefly at the end, with no bullet points or descriptions, keeping the attention on the candidates capabilities. Supportive Summary: The Summary reinforces the candidates versatility and strengths across industries as a common strategy for career changers or those with varied experience. Certifications and Education Add Value: These are presented clearly, complementing the functional layout and enhancing credibility. Hybrid/Combination Resume FormatThe hybrid format combines elements of both chronological and functional resumes, emphasizing skills while also detailing a concise work history. This format offers versatility and balance, making it a favorite among hiring managers. PROShows both relevant skills and career accomplishments. Ideal for career changers with transferable skills and a supporting work history. Suitable for professionals with diverse experiences and qualifications. CONSLonger than the chronological and functional format. Lengthiness is sometimes seen as unfavorable by recruiters. Can appear repetitive if the same skills and responsibilities appear in every position. Combination Resume ExampleA combination resume merges the strengths of both chronological and functional formats. It emphasizes key skills while also showcasing a consistent work history. Here's an example from a healthcare reimbursement specialist, demonstrating how to balance competencies with career progression. Blends Skills and Experience: The resume begins with a summary and core competencies section that emphasizes skills and qualifications typical of a functional resume. Followed by Chronological Work History: The Professional Experience section follows, listing jobs in reverse chronological order with detailed bullet points highlighting achievements. Skills Tied to Achievements: The candidates competencies are reinforced by accomplishments under each job role. For example, improving turnaround time, implementing system audits, and enhancing patient experience. Comprehensive View: This format is perfect for candidates with strong experience and specific skill sets they want to highlight, especially those shifting industries, applying for leadership roles, or bridging diverse responsibilities. Certifications and Education: These are clearly listed at the bottom, rounding out a well-structured profile. Related: Types of Resumes: The Best Formats to Stand Out in 2025Firstly, choose the format thats correct for you. Secondly, add your content to build a compelling document. Thirdly, once its complete, follow the submission instructions specified. Think about the extent of your experience. This will help you to choose the resume format that is right for you. Think about your audience. Your resume may go through an applicant tracking system (ATS) initially. That means the chronological format is most easily read without errors. To make sure you include the right content, look at this best-practice advice. Dont use gimmicks. Use a design that looks professional, not garish. Pick your fonts, colors, and any graphic elements to look classy. A template produced by a Word or a similar word processor. When setting your margins, balance space so there isnt excessive space at the top or bottom of the page. At the same time, leave enough margins that no text will get cut when printing the resume. The standard margin size for professional documents is one inch on all sides. Related: Why Is White Space on a Resume Important?In most cases, your resume should not be longer than one page. However, there are a few exceptions to this guideline. If you have ten or more years of experience relevant to the position youre applying for, you may need more than one page to present it effectively. Similarly, if youre applying for a management or executive-level position, you can include more relevant information. But in general, you should try and stick to one page only. Related: How Long Should a Resume Be in 2025?An objective statement is typically situated at the top of your resume under your name. In a sentence or two, it should summarize your career goals within the company. Although a professional summary sometimes replaces this, both are crucial elements of a good resume. In your objective statement, focus on what you want to achieve as part of the company rather than your overall career goals. To highlight this section, place it close to the top of your resume and use a clear heading to draw attention to it straight away. Related: Resume Objective for 2025: Writing Tips & ExamplesUsing bold or italicized text can help you draw the readers attention to specific elements of your resume, like sections or headings. Apart from that, they help make the resume easy to navigate and scan through. When listing your experience, skills, or education, use bullet points to communicate the details effectively. In general, you should use bullet points for any three or more pieces of information. If you have less than three ideas to share, simply list them without bullets or in a sentence. Finally, make sure to divide paragraphs longer than seven lines into two, starting each with a relevant category title. Related: How to Write Effective Resume Bullet Points (+ Examples)Remember: The resume format you choose will significantly impact the success of your resume. Thus, it is crucial to choose a format that fits your experience and needs. If you have a choice, submit your resume in PDF format. Thats because it will look the same on any machine or operating system. Also, its harder for a recruiter, HR person, or hiring manager to modify your resume before forwarding it. The guidelines above will help you determine which resume format is suitable for you and your career goals. From there, you can personalize your resume format to reflect your personality and represent you as the ideal candidate during your job search. Related: 10 Tips for an Eye-Catching Resume That Gets NoticedThe best resume format in 2025 is the reverse-chronological format. Its clean, easy to read, and preferred by both recruiters and applicant tracking systems (ATS). It highlights your most recent experience first and provides a clear career progression, making it ideal for most professionals.Q2: Which resume format is most ATS-friendly?The reverse-chronological format in Word (.docx) is the most ATS-friendly. It avoids complex layouts, graphics, and columns that often confuse ATS software. Use standard section headings like Experience, Skills, and Education to ensure proper keyword scanning.Q3: What is the best resume format for professionals with experience?Experienced professionals should use the reverse-chronological format. It allows you to showcase your career achievements, promotions, and measurable results clearly. For those with 10+ years of experience or leadership roles, a hybrid (combination) format can also work well by highlighting both skills and a solid work history.Q4: Which resume format is best for freshers or recent graduates?For freshers, the functional or hybrid format works best. These highlight skills, education, and internships over limited experience. To make a strong impression, use a clean Entry-level resume template in Word with bullet points and relevant coursework.Q5: How do I choose the best resume format in Word for my career level?Match your format to your experience: Entry-level/fresher: Use a functional or hybrid Word template that focuses on skills and education. Mid-level professionals: Use a reverse-chronological Word format to showcase growth and achievements. Executives: Use a hybrid Word format that blends leadership accomplishments with strategic skills. When using Word resume templates, always keep formatting clean and minimalist: graphics to ensure ATS compatibility. Was this article helpful?No time to polish your resume, cover letter, or LinkedIn? Our resume writing experts are ready to check your documents right now. GET HELPPage 2 Youve got 10 seconds how do you present a professional resume, that meets the employers requirements, and that you're one of the five percent of applicants invited to an interview? It seems like a daunting job, but obviously, some candidates do get selected, so why not you too?When youve produced the first draft of what you think is a good resume, use our list of 20 specific actions to transform it into a great resume example. Aim at the perfect resume Dont view writing a resume as a challenge, see it as a process that increases your chances of selection with every step you take. Always remember, the recruiter or line manager simply wants to solve a problem and, if you understand what they want, you can be their solution. Meet the main requirements. If you cant do this, why are you even applying? If you can, check through your resume and tick them all off one by one because thats exactly what the reader will be doing. Check you havent missed any. Use the right keywords. Check the ad, job description, and person spec for role-specific words used, and ensure your resume includes as many of those keywords as possible. For example, if the Ad mentions they need someone with SQL skills, make sure to say something like, I have SQL skills which... The keyword SQL skills is whatwill jump out. Tell a great story. Make your resume tell the story of your career to show this next role is perfect for both you and the employer. The first paragraph in your profile section should show, You want a widget manager, I am a widget manager and I could do a great job because and then hit them with 3 to 5 bullet points. How can they not want to read on? Use context and scale. For an advertised role of customer services manager, theres a big difference between a candidate whoes been responsible for one small DIY store and a candidate who has handled a national chain of 125 stores. Check what the employer actually wants and make it crystal clear you have that scale of experience. Show your added value. So, do you have the right qualifications, great skills, and relevant experience? Great, meet the other 99 applicants. Show some added value that makes them pick you for an interview. Offer examples of extra skills that suggest you might be able to do a better job than the other candidates. Related: 35+ Strengths To List on Your Resume (With Examples)Use a resume format for readability. Busy recruiters and line managers with 100 professional resumes on their desks want information fast and they dont have time to fully read them all. Your job is to create a resume that is quickly scannable for the main requirements, keywords, headline experience, and added value. Use a logical structure. The order of your crafted resume will depend upon the role and industry youve applying to, but within that, present information in the order expected so that its quick and efficient to scan. Use titling and white space. The more white space, the better, it focuses a readers attention where you want to put it. Clear bold titles for sections (profile, current role, previous work experience, qualifications, etc.) and forroles/employers leave no doubt about whats to be found whereby a busy reviewer. Get to the point. Cut any verbose description, and go for the facts, although do make sure your resume is still readable. For each section or employer, use a very short paragraph to set the scene and follow that up with 3 to 5 one-line bullet points. Write 2 pages maximum. One page is acceptable for school leavers and recent graduates and several pages would be the norm for many scientific or academic roles, but otherwise, two pages are the norm. Related: Best Resume Format for 2024 [Pros vs Cons]Style like professional resume writers doStyle is subjective, but a great resume style delivers the right information fast and in the correct order. Never get creative, just for the sake of it, as your efforts wont be appreciated. For example, no one cares what color a nuclear missile is, they only care if it will do the job. That missile has a payload on the front, control gear in the middle, and an engine on the back. Anything else would be weird, and the same is true when presenting your resume. Write for the reader. Who are they? What do they want? Youre selling yourself so use the opportunity to show your personality. Youre aiming to connect on an emotional or subconscious level with the reader, so write in the first person. Use a professional resume template. That could be either a plain black-on-white standard resume that you construct yourself, or it could be a professionally crafted document that additionally uses layout, color, and formatting to direct attention and influence impression. Choose whats appropriate for your industry and role type. Check out our article onHow to Choose the Right Resume Template and then take a look at our selection of templates. Be selective. Dont describe every last step and detail of your career, show that youre someone who realizes their point and gets straight to it. Present only whats relevant and important, but dont get caught out hiding things. If youre finding this balance hard to get right and missing opportunities, use our professional resume writing service to try and land your next job. Related: How to Fix Your Resume: Tips Before Applying for a Job [2024]Really-check your resume ideasMore than anything else, this requires your discipline and full attention. When you think youve finally arrived at a great resume after many hours, it really is hard to go through it one year more time, but why risk academic rejection now? Check spelling, grammar, phraseology, and punctuation. Boring, boring, boring! But absolutely 100% essential. In a competitive marketplace with dozens of applicants, a recruiter may forgive the odd small error, but not two. Basic errors show you up as slapdash, and who wants another loose cannon on board? Look at the overview. What does the employer really want? Does your carefully crafted resume demonstrate thats you? Does it do so simply and directly, or are your talents diffused throughout a mish-mash of different roles? If so, re-do your starting profile summary. Aim for an in-your-face introduction, not an Agatha Christie mystery. Check your notes. Nothing causes more anxiety for a recruiter than finding gaps or unexplained overlaps within a career history. If you have a gap, fill it with something anything, but do so in a positive way. Think about your personality. What personal characteristics does the role call for? A thoughtful, measured, analytical, and conservative person? Is that how you look or are your words suggesting a different personality? Re-work your resume to avoid hyperbole and demonstrate the characteristics required, even if theyre not explicitly asked for. Related: Top 10 Transferable Skills Employers Are Looking for in 2024Resume tips for submissionWhen youve finally perfected your professional resume, your job isnt finished yet. Make absolutely sure its got to the right place, that its in the correct format, and that it will be well received. Submit your resume to a named contact. Try ringing HR and ask who you should address your submission to. If at all possible, speak with that person, perhaps on the pretext of having a query. Add a cover letter or email note. Try not to repeat whats in your resume, instead of stressing what makes your application interesting for them. Use three bullet points in the middle of your introduction to lead them into opening your resume with genuine enthusiasm. Our articleHow to Write a Great Cover Letter in 6 Steps shows you how to do this. Leave out references. Only supply these if youre specifically asked for them and make sure youve spoken to those people beforehand. Load the bullets for them. Put your name in the filename. Youd be amazed by how many PDF and DOC resume files are submitted with the filename resume.pdf. Dont make your hard to find or they may just open someone elses file by mistake and like what they see. Popular related posts:Was this article helpful?Choose one of our professionally designed resume templates. Fill in your summary, experience, education, skills, and more. Export & start applying for jobs today! 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