

RESUME FORMAT COMPARISON CHART

Format	Characteristic	Advantage	Disadvantage	Use	Don't
Chronological	<p>Presents information in reverse order, most recent experience listed first</p> <p>Offers concise picture of you as a potential employee</p>	<p>Easy to write</p> <p>Emphasizes steady employment record</p> <p>Format is familiar</p>	<p>Calls attention to employment gaps</p> <p>Skills are difficult to spot unless they're listed in the most recent job</p>	<p>To emphasize past career growth and development</p> <p>When continuing in the same career</p> <p>When the name of former employer may be significant to prospective employer</p>	<p>There are gaps in work history</p> <p>Calling attention to age could be a disadvantage</p> <p>You've changed careers</p> <p>You're entering the workforce for first time</p> <p>Long absences</p>
Functional	<p>Focuses on specific strengths and skills important to employers</p>	<p>Focus on skills, not history</p> <p>De-emphasizes a spotty work history</p>	<p>No detailed work history</p> <p>Content may appear to lack depth</p> <p>May create suspicion you are hiding something</p>	<p>When entering the job market or when reentering after a long absence</p> <p>When work experience has been varied or unrelated</p> <p>When changing careers</p> <p>When primarily consulting or doing freelance work</p>	<p>You want to show growth or development</p> <p>Responsibilities in previous functions were limited</p>
Combination	<p>All the flexibility and strength of the functional and chronological combined</p>	<p>Shows off a strong employment record with upward mobility</p> <p>Showcases relevant skills and abilities and supportive employment record</p> <p>Emphasizes transferable skills</p>	<p>Work history is often on the second page and employer may not read that far</p>	<p>When shorter functional format would be too sketchy to offer a complete picture of abilities and work history</p>	<p>Experience is not relevant</p> <p>There are work history gaps</p>

Format Variations