

RESUME FORMAT COMPARISON CHART

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

Format Variations

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Jason Edwards



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