

## 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 the 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 positions 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 limited</p> <p>There are gaps in work history</p>                                                                                                                                       |

Format Variations

# Resume Template Compare

**Auvil**



## **Resume Template Compare:**

## Unveiling the Magic of Words: A Overview of "**Resume Template Compare**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Resume Template Compare**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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