

RESUME

TYPES

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Chronological Resume

OVERVIEW

Lists your work history in reverse order, starting with your current or most recent job and working backwards.

ADVANTAGE

- Easy to write.
- Emphasizes steady employment record.
- Employers like to see job titles, level of responsibility, and dates of your work history

DISADVANTAGE

- Calls attention to employment gaps.
- Skills can be difficult to spot unless they are listed in the most recent job

Chronological Resume

BEST USED	DON'T USE IF
<ul style="list-style-type: none">• To emphasize past career growth and development in the same career.• Or when the name of a former employer may be significant to prospective employer	<ul style="list-style-type: none">• There are gaps in your work history, when calling attention to your age could be a problem, you have changed jobs often, or you are entering the job market for first time or after a long absence

Functional or Skills-based Resume

OVERVIEW

Focuses on skills and strengths important to employers. Omits specific dates, names, and places. De-emphasizes a spotty work history

ADVANTAGE

- De-emphasizes a spotty work history.
- Allows you to highlight specific strengths and transferable skills that might not be obvious when outlined in purely chronological order

DISADVANTAGE

- No detailed work history.
- Content may appear to lack depth.
- Disliked by many employers. It makes them think you may be trying to hide your age, employment gaps, lack of relevant experience, lack of career progression, or underemployment

Functional or Skills-based Resume

BEST USED	DON'T USE IF
<ul style="list-style-type: none">• To emphasize transferable skills you have used in volunteer work, paid work, or coursework.• Use this or a combination resume if you are a new graduate, have limited work experience, are changing careers or doing freelance work, or you do not want to call attention to your age	<ul style="list-style-type: none">• You want to emphasize growth or development or if your duties and responsibilities in recent jobs were limited

Combination Resume

OVERVIEW

Blends the flexibility and strength of the other two types of resumes

ADVANTAGE

- Shows off a strong employment record with upward mobility.
- Show how the skills you have used in the past apply to the job you are seeking.
- Emphasizes transferable skills

DISADVANTAGE

- Work history is often on the second page, and employer may not read that far

Combination Resume

BEST USED	DON'T USE IF
<ul style="list-style-type: none">• To show off your skills developed throughout your work history instead of the specific positions you have held.• Use when you are making a career change and names of former employers may not be obvious to prospective employer	<ul style="list-style-type: none">• Your experience is limited, or there are wide gaps in your work history