

Resume Format Comparison Chart

Format	Characteristic	Advantage	Disadvantage	Use	Don't Use If
Chronological	<ul style="list-style-type: none"> ■ Presents information in reverse order, most recent experience listed first ■ Offers concise picture of you as a potential employee 	<ul style="list-style-type: none"> ■ Easy to write ■ Emphasizes steady employment record ■ Format is familiar 	<ul style="list-style-type: none"> ■ Calls attention to employment gaps ■ Skills are difficult to spot unless they're listed in the most recent job 	<ul style="list-style-type: none"> ■ 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 	<ul style="list-style-type: none"> ■ There are gaps in your work history ■ Calling attention to your age could be a problem ■ You've changed jobs often ■ You're entering job market for first time or after a long absence
	<ul style="list-style-type: none"> ■ Focuses on specific strengths and skills important to employers 	<ul style="list-style-type: none"> ■ Focus on skills, not history ■ De-emphasizes a spotty work history 	<ul style="list-style-type: none"> ■ No detailed work history ■ Content may appear to lack depth ■ May create suspicion you are hiding something 	<ul style="list-style-type: none"> ■ 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 	<ul style="list-style-type: none"> ■ You want to emphasize growth or development ■ Responsibilities and functions in recent jobs were limited
Combination	<ul style="list-style-type: none"> ■ All the flexibility and strength of the functional and chronological combined 	<ul style="list-style-type: none"> ■ Shows off a strong employment record with upward mobility ■ Showcases relevant skills and abilities and supportive employment record ■ Emphasizes transferable skills 	<ul style="list-style-type: none"> ■ Work history is often on the second page and employer may not read that far 	<ul style="list-style-type: none"> ■ When shorter functional format would be too sketchy to offer a complete picture of abilities and work history 	<ul style="list-style-type: none"> ■ Experience is limited ■ There are wide gaps in work history

Format Variations

Keyword	<ul style="list-style-type: none"> ■ Allows for focused resumes that target skills 	<ul style="list-style-type: none"> ■ Skills are listed briefly and at the beginning of the resume ■ Easy for employer to scan and find skills 	<ul style="list-style-type: none"> ■ May be redundant information to include keywords at the top of your resume ■ Still an unfamiliar format to many employers 	<ul style="list-style-type: none"> ■ For all scannable systems of job screening ■ For new graduates or those reentering the work place or changing careers 	<ul style="list-style-type: none"> ■ There is rarely a time you cannot use this variation. It can be used in combination with any or all of the other formats
Targeted	<ul style="list-style-type: none"> ■ Highly focused document aimed at a particular job ■ A "capsule" of work experience 	<ul style="list-style-type: none"> ■ Brief and direct ■ Easy to read 	<ul style="list-style-type: none"> ■ May focus too tightly on one particular job ■ Content may appear sparse 	<ul style="list-style-type: none"> ■ When job target is specific ■ When you need separate resumes for different career paths 	<ul style="list-style-type: none"> ■ You aren't prepared to put the effort into writing an excellent resume

Source: positivelyminnesota.com/JobSeekers/Find_a_Job/PDFs/Resume