

Resume Formats

Chronological

The chronological resume lists your work history in reverse order with your most recent positions listed first followed by your previous work experience. Titles and organizations are included and corresponding duties and accomplishments are described.

Advantages: Emphasizes continuity and career growth. Easy to follow. Highlights prestige of employer.

Best Used: When your career goal is directly in line with your work history.

Is Advantageous: When the name of the last employer is an important consideration; when staying in the same field; and when applying for work in a traditional position or career field (i.e. education, government, accounting, etc.).

Is Not Advantageous: When work history shows instability, frequent job changes, or lack of growth; when changing career goals.

Functional

The functional resume highlights major areas of accomplishment and skills that support your career objective. Actual titles and work history are in a secondary position to your qualifications.

Advantages: Provides considerable flexibility in choice of emphasis. Eliminates repetition of job assignments.

Best Used: In cases of career change, it is used for redirection or re-entry into the job market or to play up a particularly strong qualification or accomplishment.

Is Advantageous: When emphasizing capabilities not used in recent work experience; when changing careers; when work history is unstable.

Is Not Advantageous: When emphasizing a management growth pattern; when applying to highly traditional fields (i.e. education, ministry, politics and government); and when recent employers have been highly prestigious.

Targeted

A targeted resume is one that is customized to “target” a certain type of employer. The objective is to state your desire for a specific job.

Advantages: Provides the ability to style elements of resume to specific positions.

Best Used: When resume needs to be focused on qualifications for a specific job area.

Is Advantageous: When the job target is specific. Resume can follow chronological or functional layout.

Is Not Advantageous: When experience is not easily related to a specific field.