

## Resumes - Formats - Comparison Charts

The tables below provides information about chronological, functional and combinations resume formats and two types of resume Format Variations. This information can help you determine which resume type is right for you.

Format	Chronological	Functional	Combination
<b>Characteristic</b>	Presents information in reverse order, most recent experience listed first. Offers concise picture of you as a potential employee.	Brief and well-structured. Focus on skills, not history. De-emphasizes a spotty work history.	All the flexibility and strength of the functional and chronological combined.
<b>Advantage</b>	Easy to write. Emphasizes steady employment record. Format is familiar	Focuses on specific strengths and skills important to employers.	Shows off a strong employment record with upward mobility. Showcases relevant skills and abilities and supportive employment record. Emphasizes transferable skills.
<b>Disadvantage</b>	Calls attention to employment gaps. Skills are difficult to spot unless they are listed in the most recent job.	No detailed work history. Content may appear to lack depth.	Work history is often on the second page and employer may not read that far.
<b>Use</b>	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.	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.	When shorter functional format would be too sketchy. To offer a complete picture of abilities and work history.
<b>Don't Use If</b>	There are gaps in your work history. Calling attention to your age could be a problem. You have changed jobs often. Entering job market for first time or after a long absence.	Want to emphasize growth or development. Responsibilities and functions in recent jobs were limited.	Experience is limited. There are wide gaps in work history.
<b>Resume Samples</b>	Work-to-Work Job Seeker School-to-Work Job Seeker Worksheet	Work-to-Work Job Seeker No Paid Work Experience Worksheet	No Paid Work Experience Work-to-Work Job Seeker Worksheet

Format Variations	Keyword	Targeted
Characteristics	Allows for focused resumes that target skills.	Highly focused document aimed at a particular job. A "capsule" of work experience.
Advantages	Skills are listed briefly and at the beginning of the resume. Easy for employer to scan and find skills.	Brief and direct. Easy to read.
Disadvantages	May be redundant information to include keywords at the top of your resume. Still an unfamiliar format to many employers.	May focus too tightly on one particular job. Content may appear sparse.
Use	For all scannable systems of job screening. For all new graduates, those reentering the work place or changing careers.	When job target is specific. When you need separate resumes for different career paths.
Don't Use If	There is rarely a time you cannot use this variation. It can be used in combination with any or all of the other formats.	You are not prepared to put the effort into writing an excellent resume.

Source: Creative Job Search, Minnesota Department of Employment and Economic Development. Page last updated in May 2004.