

RESUME STYLE COMPARISON CHART

Resume Format	Advantages	Disadvantages	Best Used By
Chronological	<ul style="list-style-type: none"> Commonly used format Logical flow, easy-to-read Showcases growth in skills and responsibility Easy-to-prepare 	<ul style="list-style-type: none"> Emphasizes gaps in employment Not suitable if you have no work history Highlights frequent job changes Emphasizes employment history, but not skill development Emphasizes deficiency in related experience 	<ul style="list-style-type: none"> Job seekers with a stable, steady work history
Functional	<ul style="list-style-type: none"> Emphasizes skills rather than employment history Organizes a variety of experience (paid & unpaid and other activities) Disguises gaps in work record or a series of short-term jobs 	<ul style="list-style-type: none"> Viewed with suspicion by some employers due to lack of information about specific employers and dates 	<ul style="list-style-type: none"> Individuals who have developed skills from other than documented employment and who may be changing careers Individuals with no previous employment Individuals with gaps in employment Frequent job changers
Combination	<ul style="list-style-type: none"> Highlights most relevant skills and accomplishments De-emphasizes employment history in less relevant jobs Combines skills development in a variety of jobs or other activities Minimizes drawbacks such as employment gaps and absence of directly-related experience 	<ul style="list-style-type: none"> Confusing if not well organized De-emphasizes job tasks/responsibilities Requires more effort and creativity to prepare 	<ul style="list-style-type: none"> Career changes or those in transition Individuals re-entering the job market after a prolonged absence Individuals who have grown in skills and responsibility Individuals pursuing the same or similar work as they've had in the past
Targeted	<ul style="list-style-type: none"> Personalized to company/position Shows research More impressive to employer 	<ul style="list-style-type: none"> Time-consuming to prepare Confusing, if not well organized Needs to be tailored for each employer 	<ul style="list-style-type: none"> Everyone, because any of the other formats can be made into a targeted resume