

ALBERTA WORK SEARCH ONLINE



» What type of resumé should you use?

Resumé Type	Advantages	Disadvantages	Use to...
Chronological	<ul style="list-style-type: none"> ☐ most familiar ☐ highlights employment ☐ can show consistent employment or upward mobility in same field or industry ☐ highlights prior positions, employers 	<ul style="list-style-type: none"> ☐ exposes potential barriers like gaps in employment, frequent job changes, lack of experience or career progress ☐ highlights employment history rather than skills 	<ul style="list-style-type: none"> ☐ highlights a steady work history that relates directly to position applied for ☐ apply for a position in a more traditional field such as teaching or government work
Functional	<ul style="list-style-type: none"> ☐ emphasizes skills and accomplishments ☐ provides plenty of scope for tailoring to reflect employer's needs ☐ de-emphasizes gaps in employment history and barriers to employment such as little previous experience in a particular field or frequent job changes 	<ul style="list-style-type: none"> ☐ does not appeal to most Canadian employers ☐ highlights skills rather than employment history ☐ requires that you know what skill areas employer would be interested in 	<ul style="list-style-type: none"> ☐ change careers or industry ☐ re-enter the labour market after time away ☐ emphasize strong skills developed in unpaid settings such as volunteer work ☐ seeking a permanent position after doing contract or freelance work
Combination	<ul style="list-style-type: none"> ☐ combines the best features of both the chronological and functional resumé ☐ highlights skills as well as condensed employment history ☐ provides more flexibility for tailoring that does the chronological format ☐ minimizes potential barriers like gaps in employment and lack of directly related experience 	<ul style="list-style-type: none"> ☐ can be confusing if not well written ☐ de-emphasizes experience with specific employers ☐ may require more time and focus to organize 	<ul style="list-style-type: none"> ☐ balance the emphasis between relevant skills and employment history