

What type of resumé should you use?

Resumé type	Description	Advantages	Disadvantages	Use it if
Chronological	A chronological resumé lists your work, education and training history in chronological order from most recent to oldest.	<ul style="list-style-type: none"> • highlights strong employment history • format employers are most familiar with • easier to write than other types of resúmes 	<ul style="list-style-type: none"> • emphasizes a lack of related experience, gaps in employment or frequent job changes 	<ul style="list-style-type: none"> • you have had a series of work assignments with increasing levels of responsibility • your experience is directly related to the work you are applying for
Functional	A functional resumé highlights your skills and capabilities, not work history. It organizes information about things you have done (on the job, at school, as a volunteer) in skill categories that are directly related to the requirements of the work you want.	<ul style="list-style-type: none"> • minimizes a lack of related experience or gaps in employment history 	<ul style="list-style-type: none"> • is not preferred by employers because it does not include specific “where and when” information • is more difficult to write 	<ul style="list-style-type: none"> • you don’t have directly related work experience • you have changed jobs frequently • you have been unemployed for long periods of time • you are changing careers or industries • you want to emphasize skills you have developed outside paid work (for example, at school, as a homemaker, as a volunteer)
Combination	A combination resumé highlights your skills by organizing information in skill categories, then briefly outlines your work history near the end of the resumé.	<ul style="list-style-type: none"> • draws attention to what you can do while also providing “where and when” information • minimizes drawbacks, such as gaps in employment and lack of directly related experience 	<ul style="list-style-type: none"> • more difficult to organize and write • puts less emphasis on specific employment experience 	<ul style="list-style-type: none"> • you want to highlight your skills but do not want to risk making employers wonder about your work history