

tip sheet



RESUME FORMATS

Your resume highlights your relevant skills and achievements for potential employers and done well, can make all the difference in getting you an interview. The type of resume you use depends on your work history and the position you're applying for.

CHRONOLOGICAL

Best to use if you are staying in the same profession, have progressed in one field or industry and want to **highlight your work experience**.

Most employers prefer this format because it is easy to read and highlights relevant points quickly and concisely. Starting with the most recent position, list your employers, including location, dates, job titles, and descriptions of your responsibilities, accomplishments and skills, using concise, action-oriented words. End with education, special skills and any relevant awards, honours.

***Disadvantage:** If you have gaps in your employment, you may want to consider a different format that does not call attention to employment gaps.*

FUNCTIONAL

Best to use if you are making a career change, your experience is not directly related (to the position you are applying for), you would like to **focus on your transferrable skills and strengths** rather than your experience

Does not include specific dates, names, and places, and de-emphasizes gaps in employment. Highlights specific strengths and transferable skills that might not be obvious when outlined in purely chronological order.

***Disadvantage:** No detailed work history. May give an employer the impression that you may be trying to hide your age, employment gaps and a lack of relevant experience.*

COMBINATION

Best to use if you have a variety of work experience in unrelated fields and you want to **emphasize certain skills or parts of your experience** that relate to the position you are applying for.

If you are not able to use a chronological resume format due to gaps or too little (or too much) experience, use the combination format and add as many concise, chronological elements as possible. Start with a concise summary of your qualifications, followed by clearly defined accomplishments and positions held with dates, titles, awards, and education.

***Disadvantage:** Work experience (specific positions held) often ends up a second page, and employer may not read that far.*