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MACOMB/ST. CLAIR

Resume Formats: Which one is RIGHT for you?

CHRONOLOGICAL RESUME

A Chronological resume is the most popular resume of the three types. It lists your education and experience in reverse chronological order, and it's the best way to start from scratch because it is so easy to do.

Points in Favor:

- Easy to scan this type of resume to get a sense of your career history.
- This format is most often preferred by Internet job boards.
- Great if you have had a steady employment history with no major gaps or changes in career direction.
- Effectively highlights recent experience so it is good if your best achievements have been recent.

Points Against:

- Tends to show a candidate's age.
- Can be redundant if you held the same position at different companies.
- May not be the best way to present a career history that is:
  - messy/inconsistent/has gaps
  - is very long
  - not relevant (i.e. when looking for a career change)

FUNCTIONAL RESUME

This is a resume format that lists your skills and experience without putting them in a sequential date order. Instead, you group your skills and experience by functions.

Points in Favor:

- Highlights skills
- Useful for those with gaps in their employment history
- Beneficial for older workers worried about age discrimination
- Career Change

Points Against:

- Can make it look like you are hiding something. This is very important to note when choosing a format.

COMBINATION RESUME

A combination resume begins your resume with a functional summary of skills, most relevant qualifications, key abilities followed by a chronological career history in lesser detail.

Points in Favor:

- It is great for highlighting your skills and experience for the position you are interested in.
- This format is also very useful when your relevant experience was gained some time ago and therefore needs highlighting.
- Great for tailoring a resume
- Gaps
- Career changes

Points Against:

- Some employers do not like this style.

PLAIN TEXT RESUME

Why do I need a Plain Text Resume?

- Online applications
- Microsoft Word and formatting issues

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