

Table of Resume Types



Type of Resume	Features	Advantages	Disadvantages	DO use if...	DON'T use if...
Reverse Chronological	<ul style="list-style-type: none"> Concisely shows where you've been and what you've done. Focuses on work history Lists jobs from most recent to least 	<ul style="list-style-type: none"> Easy to compile Highlights a steady employment history Format familiar to employers 	<ul style="list-style-type: none"> Shows up job hopping and employment gaps Scatters information on skills throughout the resume 	<ul style="list-style-type: none"> You're continuing in the same career You want to show career progression A previous employer's name is significant 	<ul style="list-style-type: none"> There are big gaps in your work history Jobs have changed a lot You're looking to change careers, and your work history is unrelated to the job you're applying for
Functional	<ul style="list-style-type: none"> Focuses on what you've done, not where and when you did it Lists work experience and skills by the skill and strength areas that are important to employers 	<ul style="list-style-type: none"> Calls attention to your accomplishments Can be more concise than reverse-chronological format Tasks completed in similar jobs can be grouped together De-emphasises an unstable or interrupted work history Can feature the headings used in job advertisement/description 	<ul style="list-style-type: none"> Loses context without a work history Does not emphasise loyalty, continuity or recent experience 	<ul style="list-style-type: none"> Entering the workforce for the first time Re-entering the workforce after a long absence Work history has been varied or unrelated to the job you're applying for Changing fields Emphasising skills you haven't drawn on in recent job experience You are an older worker, as it de-emphasises dates of work 	<ul style="list-style-type: none"> You want to highlight career progression Your recent job has limited responsibilities and functions
Combination	<ul style="list-style-type: none"> Focuses work history, skills, and accomplishments Starts with a profile, or key skills section, then work history Combines features of other 2 types 	<ul style="list-style-type: none"> Emphasises your transferrable skills Highlights your relevant skills and show them in the context of your working experience Calls immediate attention to your accomplishments 	<ul style="list-style-type: none"> Can be lengthy Work history is usually on the second page – some recruiters won't read that far! 	<ul style="list-style-type: none"> Each position involves a different job description A shorter format could lack depth 	<ul style="list-style-type: none"> Your work experience is limited There are large gaps in your work history

