



Chronological vs. Functional Resumes

Functional Resume

A functional resume differs from a chronological resume by concentrating on skills that you have used that relate to your stated objective rather than on the jobs you have had. A functional resume is particularly effective if your work experience has not been closely related to your job objective, if you are changing careers, or if you are seeking a promotion. In this format you elaborate on the skills necessary to perform the desired job and how you have demonstrated those same skills in different types of jobs.

Consider a Functional resume if:

1. You have very diverse experiences that don't add up to a clear-cut career path.
2. You are a college student with minimal experience and/or experience unrelated to your chosen career field.
3. Some of your experience is not traditional paid employment, but internships, volunteer work, class projects, sports, leadership positions and/or the actual experience may be secondary to the skills attained.
4. You want to transition to a new field that is very different from what all your previous experience points to.
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Chronological Resume

A chronological resume presents your education and work experience in a straightforward, reverse chronological order from most recent jobs to least. If the majority of your work experience is related to your stated job objective, the chronological style can be effective.

Consider a Chronological resume if:

1. Most/all of your experience has been in one field.
2. You are an established job-seeker with steady experience in your chosen field.
3. Your experience is primarily traditional paid employment.
4. You plan to stay in the same field when you pursue your next job.
5. You have minimal or no gaps in your work history.