

Chronological Resume vs. Functional Resume

What's the Difference?

The two most commonly used resume formats are: **Chronological** and **Functional**. Below you will find descriptions of these types of resumes, plus their respective advantages and disadvantages:

Chronological	Functional
<ul style="list-style-type: none"> • Use if you have extensive, uninterrupted employment in the area you are seeking employment • Lists, describes and dates the specifics of each job and educational experience separately • Listings under each category are placed in reverse chronological order, starting with the most recent 	<ul style="list-style-type: none"> • Use if you: <ul style="list-style-type: none"> ○ Lack direct job-related experience ○ Have too much or too varied professional experience and wish to consolidate it ○ Are attempting a career change and need to emphasize transferable skills ○ Are experienced, but have "gaps" in your work history that you would like to minimize • Focuses on your strengths and skill areas, and de-emphasizes positions and dates • Skills are organized into categories • Always add a Work History section after your skill categories to give credibility to your experience and skills
Advantages	
<ul style="list-style-type: none"> • Easy to read, write and follow • Has been the most traditional • Emphasizes continuity and career growth • Usually stresses the most recent employment • Highlights the name of employer 	<ul style="list-style-type: none"> • Maximizes impact in a functional area without being tied to 'paid' work experience • More flexibility in organizing information, e.g., according to interests, not chronology • De-emphasizes short-term work history
Disadvantages	
<ul style="list-style-type: none"> • If done the traditional way, hard to communicate skills and general strengths/qualities • Emphasizes gaps in employment • Dramatizes short-term employment • Most dependent upon past experience 	<ul style="list-style-type: none"> • Some employers are not accustomed to this format, and it can be confusing for employers to follow • It tends to play down direct work experience with specific employers