

RESUME FORMAT COMPARISON CHART

| Format | Characteristic | Advantage | Disadvantage | Use | Don't |
|---------------|--|--|--|--|---|
| Chronological | <p>Presents information in reverse order, most recent experience listed first</p> <p>Offers concise picture of you as a potential employee</p> | <p>Easy to write</p> <p>Emphasizes steady employment record</p> <p>Format is familiar</p> | <p>Calls attention to employment gaps</p> <p>Skills are difficult to spot unless they're listed in the most recent job</p> | <p>To emphasize past career growth and development</p> <p>When continuing in the same career</p> <p>When the name of former employer may be significant to prospective employer</p> | <p>There are gaps in work history</p> <p>Calling attention to age could be a disadvantage</p> <p>You've changed careers</p> <p>You're entering the workforce for first time</p> <p>Long absence from work</p> |
| Functional | <p>Focuses on specific strengths and skills important to employers</p> | <p>Focus on skills, not history</p> <p>De-emphasizes a spotty work history</p> | <p>No detailed work history</p> <p>Content may appear to lack depth</p> <p>May create suspicion you are hiding something</p> | <p>When entering the job market or when reentering after a long absence</p> <p>When work experience has been varied or unrelated</p> <p>When changing careers</p> <p>When primarily consulting or doing freelance work</p> | <p>You want to show growth or development</p> <p>Responsibilities in previous positions were limited</p> |
| Combination | <p>All the flexibility and strength of the functional and chronological combined</p> | <p>Shows off a strong employment record with upward mobility</p> <p>Showcases relevant skills and abilities and supportive employment record</p> <p>Emphasizes transferable skills</p> | <p>Work history is often on the second page and employer may not read that far</p> | <p>When shorter functional format would be too sketchy to offer a complete picture of abilities and work history</p> | <p>Experience is limited</p> <p>There are work history gaps</p> |

Format Variations

Resume Template Compare

Richard H. Beatty



Resume Template Compare:

UNLOCK YOUR DREAM JOB SHIKHAR SINGH (THE ZENITH), Discover Your True Calling This book helps you figure out what you really want to do not just what you think you should do Boost Your Confidence Learn practical ways to believe in yourself and your abilities making you shine in any interview Craft a Killer Resume Get expert tips and templates to create a resume that recruiters can't ignore Ace Every Interview Master the art of answering tough questions and making a fantastic impression You'll walk into interviews feeling prepared and powerful Uncover Hidden Opportunities Find out how to discover jobs that aren't even advertised yet Network Like a Pro Build valuable connections that can open doors to incredible career paths Negotiate Your Worth Learn strategies to get the salary and benefits you deserve Stop leaving money on the table Simple Step by Step Guide No complicated jargon This book breaks down the job search into easy actionable steps Proven Strategies Based on real world success these methods have helped countless people land their dream roles Invest in Your Future This isn't just a book it's your personal guide to a more fulfilling and successful career Don't miss out on unlocking your potential

175 High-Impact Resumes Richard H. Beatty, 2003-11-20 The ingenious guide to making your resume stand out from the crowd 175 High Impact Resumes Third Edition provides the tools tips and examples you need to build a professional resume that packs a punch It guides you step by step through the process of constructing your resume and highlighting key components while giving you a clear understanding of the design content and overall performance of each part You'll learn how and when to use a variety of resume formats including chronological functional linear and others With 175 hand picked successful resumes of both experienced jobseekers and recent college grads there's definitely a resume here that suits your needs Almost all the resumes in this new Third Edition have been revised and updated to reflect the current thinking and terminology of the employment profession And there's more A new chapter that provides a practical checklist of the do's and don'ts of resume writing Guidelines for preparing a professional electronic resume Results of an authoritative survey of employment professionals that highlight what employers look for in resumes Resumes across a wide array of occupational areas including administration finance accounting human resources public relations law marketing sales technical services engineering education retail and many more By following the guidelines and model resumes in this invaluable book you can automatically build a highly effective professional resume with wallop Regardless of your level of experience and no matter what industry you're in 175 High Impact Resumes Third Edition will help you get the big interview and land that knockout job

[A Guidebook of Business Templates, Forms and Tools: First Edition](#) Zakir Ahamed, 2014-07-25 A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management human resource management resumes and interviews lean and six sigma meetings and workshops general management and procurement

Using WordPerfect in Your Job Search David Franklin Noble, 1995 A new focused kind of computer book that shows readers how to use the power of WordPerfect to create quality resumes cover letters and other

important job search documents Detailed step by step instructions make it easy to create different types of resumes such as combination resumes chronological resumes resumes from templates scannable resumes and hypertext [Building Your Career in STEM](#) Angela Ziebell, Rebecca Yee, 2024-12-04 Are you a science student wondering how to turn your degree into a fulfilling career Or are you a recent graduate struggling to navigate their options in the post degree world Well this book is your ultimate roadmap to success With practical tips for developing your skills building your network and standing out in a crowded job market you ll be well on your way to a rewarding career in no time This book aims to support all students and graduates in the STEM subjects seeking employment and navigating their first few years in the workplace From finding employment and CV and cover letter writing to networking and improving employability this book covers the essential skills that you need to kickstart your career Also included are helpful insights from successful graduates working in a variety of different careers and more seasoned professionals imparting their hard earned wisdom and more importantly outlining what employers are most looking for in science and technology graduates and how you can maximise your appeal to potential employers and plan for a future beyond university Start building a successful career in STEM by crafting your own professional profile with the help of this book [Resumes For Dummies](#) Joyce Lain Kennedy, 1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume [Understanding, assessing, and guiding adaptations in public health and health systems interventions: Current and future directions](#) Roman Aydiko Ayele, Borsika Adrienn Rabin, Catherine Battaglia, Marina McCreight, 2023-07-19 *The Comprehensive Guide to Cybersecurity Careers* Jason Edwards, 2024-05-14 The Comprehensive Guide to Cybersecurity Careers is the definitive resource for aspiring and established cybersecurity professionals This guide delves deep into the ever changing cybersecurity landscape providing insights into the diverse career paths within the industry From technical roles like security analysts to strategic positions in policy development this book covers a broad spectrum of opportunities in the field It highlights the importance of staying ahead in the cybersecurity arms race emphasizing continuous learning and adaptation to face advanced threats The guide also offers practical advice on essential skills understanding industry trends and the impact of high profile cyber incidents This book is more than a mere information source it s a dynamic tool that evolves with the field and its readers It encourages active engagement and contribution to the cybersecurity community With its focus on building professional networks navigating the hiring process and strategies for career advancement The Comprehensive Guide to Cybersecurity Careers is an invaluable asset for anyone aiming to forge a successful and impactful career in cybersecurity Whether starting fresh or seeking to enhance existing expertise this guide is an indispensable companion in the journey through the complex world of digital security Key Features Comprehensive Career Exploration Explores responsibilities necessary skills and qualifications for a wide range of cybersecurity roles from technical positions to management and emerging fields like AI and cloud

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Isaacs, 2003-03-22 Written by the official resume advisers to Monster com this is the ultimate guide to creating life changing resumes The Career Change Resume helps aspiring career changers reinvent themselves by showing them how to transform their resumes The book includes step by step instructions demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters valuable innovative career change tools and strategies and solutions to common problems plaguing career changers *Microsoft Office 97 Unleashed* Paul McFedries, 1996 Learn how to turn the Office suite into a fully integrated business powerhouse and Internet and Intranet publishing tool Topics include integration concepts the power of Word the versatility of Excel the organization of Access the presentation of PowerPoint and the integration of Outlook The CD contains sample spreadsheets databases projects templates and utilities Database and Expert Systems Applications Christine Strauss, Gabriele Kotsis, A Min Tjoa, Ismail Khalil, 2021-08-31 This two volume set LNCS 12923 and 12924 constitutes the thoroughly refereed proceedings of the 5th International Conference on Database and Expert Systems Applications DEXA 2021 Due to COVID 19 pandemic the conference was held virtually The 37 full papers presented together with 31 short papers in these volumes were carefully reviewed and selected from a total of 149 submissions The papers are organized around the following topics big data data analysis and data modeling data mining databases and data management information retrieval prediction and decision support *Creative Job Search* , 2005

Office Word 2003 Robert T. Grauer, Maryann Barber, 2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why

of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Exploring Microsoft Office Word 2003**

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Management for Scientists and Engineers John K. Borchardt, 2000 There are chapters on networking and working with others what to expect from the day to day working world resumes and job hunting BOOK JACKET **Communicate!** CRA

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