

RESUME FORMAT COMPARISON CHART

Format	Characteristic	Advantage	Disadvantage	Use	Don't Use
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 problematic</p> <p>You've changed careers</p> <p>You're entering the job market for the first time after a long absence</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 emphasize growth or development</p> <p>Responsibilities and job functions in previous jobs 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 significant gaps in work history</p>

Format Variations

Resume Template Compare

**Christine Strauss, Gabriele Kotsis, A
Min Tjoa, Ismail Khalil**

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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

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 security Educational Pathways Overview Offers insight into various educational options for cybersecurity including university programs adult professional programs and self study methods emphasizing the importance

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