

## Creating a Resume

Customize your resume to cater to the job for which you are interviewing. Emphasize related work experience. Verify there are no spelling or grammatical errors. When you do create your resume, you may use the following formats as a guide:

### Resume Formats

Format	Advantages	Disadvantages	Best Used By
Chronological	<ul style="list-style-type: none"> <li>• Widely used format</li> <li>• Logical flow</li> <li>• Shows growth in skills and responsibility</li> <li>• Easy to prepare</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasizes gaps in employment</li> <li>• Not suitable if you lack work history</li> <li>• Highlights frequent job changes</li> <li>• Emphasizes lack of related experience and career changes</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals with steady work history</li> </ul>
Functional	<ul style="list-style-type: none"> <li>• Emphasizes skills rather than employment</li> <li>• Organizes a variety of experience (paid, unpaid, other)</li> <li>• Disguises gaps in work record or a series of short-term jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Viewed with suspicion by employers due to lack of information about specific employers and dates</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals with no previous employment</li> <li>• Individuals with gaps in employment</li> <li>• Frequent job-changers</li> <li>• Individuals who have developed skills not through employment</li> </ul>
Combination	<ul style="list-style-type: none"> <li>• Highlights relevant skills and accomplishments</li> <li>• De-emphasizes employment history in less-relevant jobs</li> <li>• Combines skills developed in a variety of jobs or other activities</li> <li>• Minimizes drawbacks such as employment gaps and absence of directly related work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Confusing if not well organized</li> <li>• De-emphasizes job tasks, responsibilities</li> <li>• Requires more effort and creativity to prepare</li> </ul>	<ul style="list-style-type: none"> <li>• Career-changers or those in transition</li> <li>• Individuals reentering the job market after some absence</li> <li>• Individuals who have grown in skill and responsibility</li> <li>• Individuals pursuing the same or similar work as they've had in the past</li> </ul>
Targeted Resume	<ul style="list-style-type: none"> <li>• Personalized to company/position</li> <li>• Shows research</li> <li>• More impressive to employer</li> <li>• Written specifically to employer's needs</li> </ul>	<ul style="list-style-type: none"> <li>• Time-consuming to prepare</li> <li>• Confusing if not well organized</li> <li>• Should be revised for each employer</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone – because any of the other formats can be made into a targeted resume</li> </ul>