



Finding the Right Resume Format for You

Answer Yes or No to the Following Questions:

- _____ 1. Are you a recent graduate with little real-world work experience?
- _____ 2. Do you have one or more large gaps in your employment history?
- _____ 3. Are you highly trained but have little real-world work experience?
- _____ 4. Do you have little paid work experience, but extensive unpaid volunteer work experience or unpaid internship experience?
- _____ 5. Do you have non-work experience that helped you develop skills that will be useful in the workplace?
- _____ 6. Are you changing careers and hoping to work in a totally different industry?
- _____ 7. Do you know exactly what job you want and understand the exact job requirements of the position?
- _____ 8. Are you willing to tailor your resume to showcase what you know the employer is looking for?
- _____ 9. Do you have the education and skills needed to be successful in a specific job, but lack the related work experience?

Answers

-  IF YOU ANSWERED MOSTLY NO TO QUESTIONS 1–9, THE **CHRONOLOGICAL FORMAT** IS PROBABLY BEST FOR YOU.
-  IF YOU ANSWERED MOSTLY YES TO QUESTIONS 1–6, THE **FUNCTIONAL FORMAT** IS PROBABLY BEST FOR YOU.
-  IF YOU ANSWERED MOSTLY YES TO QUESTIONS 7–9, **THE COMBINATION/TARGETED** FORMAT IS PROBABLY BEST FOR YOU.

Reference

Great resumes. (2019). Learning express. Retrieved November 20, 2019 from

<https://www.learningexpresshub.com/productengine/index.html#/learningexpresslibrary/startCourse/5b51320a-fc6d-413c-a1c0-0ad66beab419>