

Chronological Versus Functional Resumes

Qualities of a Chronological Resume: focus on detailing the position you held, simpler to write and read, typically preferred by employers and recruiters to see a clear progression of your work and career history and give hiring managers the ability to quickly identify relevant experiences, some employers find this helps them understand more details about you

Qualities of a Functional Resume: focus on showcasing skills and abilities, briefly mentioning position title, allow for creativity in presenting information, may benefit those who have held a chronological career path with few or little gaps - or those who are looking to switch careers, or are new to the workforce, Can lead to ambiguity about your work experiences, overlooking of your resume (requires interpretation =time). Consider an “objective” statement of transferable skills and/or strong cover letter.

Both serve a purpose of showcasing your qualifications for employment.

[Click Here to Navigate to the example provided of a functional resume for a server](#)

[Click here to Navigate to the example of provided of a chronological resume for a server](#)