RE-ENTRY EMPLOYMENT SERVICE PROGRAM

Reducing recidivism through employment

Your Resume

There are several types of resumes. We're focusing on the most common.

Resume Format	Use When	Do Not Use When	Advantages	Disadvantages	Best Used By
Chronological	• The name of your last employer is impressive. • You are staying in the same occupational field. • Your job history shows growth and development. • Previous job titles are highly impressive. • You apply for work in a highly traditional field, such as education, government, etc.	• Your work history is "spotty." • You are changing careers. • You have changed jobs too often. • You do not want to draw attention to your age. • You have not worked for a while. • You are looking for your first job	• Widely used format • Logical flow, easy to read • Showcases growth in skills and responsibility • Easy to prepare	• Emphasizes gaps in employment • Not suitable if you have no work history • Highlights frequent job changes • Emphasizes employment but not skill development • Emphasizes lack of related experience and career changers	Individuals with steady work record
Functional	• You want to emphasize capabilities not used in recent work experience. • You are changing careers. • You are searching for your first job. • You are re-entering the job market after an absence. • Career growth in the past has not been good. • You have had a variety of different jobs. • Much of your work has been temporary, freelance, or consulting. • You want to avoid repetitious job descriptions.	• You want to show frequent promotions. • You are going into a highly traditional field. • You performed a limited number of functions. • The name of your last employer is impressive.	• Emphasizes skills rather than employment • Disguises gaps in work record or a series of short-term jobs • Highlights most relevant skills and accomplishments • De-emphasizes employment history in less relevant jobs • Combines skills developed in a variety of jobs or other activities • Minimizes drawbacks such as employment gaps and absence of directly related experience	• May be questioned by employers due to lack of information about specific employers and dates	• Individuals who have developed skills from other than documented employment and who may be changing careers. • Individuals with no previous employment • Individuals with gaps in employment • Frequent job changers
Scannable/ Internet	You are submitting an electronic resume, either via email or online through a site		Easily created from any resume format		Anyone

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