**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