# Resume Formats Explained

There are many different styles and formats for resumes. The two most common formats are chronological and functional.

The **chronological resume format** details your work experience starting with your most recent job. This format highlights dates of employment but makes gaps in employment history more obvious.

The **functional resume format** emphasizes accomplishments and skills that are relevant to the job you want and can camouflage an inconsistent or minimal work history.

## Chronological

Pros

- Most common format
- Employers are most familiar with this format
- Highlights a consistent work history

Cons

- Employment gaps are more obvious
- Doesn't emphasize specific skills and accomplishments
- Doesn't highlight transferable skills

## Functional

Pros

- Highlights certain skills that are relevant to the job
- Can mask employment gaps
- Organized and succinct

Cons

- Can be difficult to write
- Hard to reuse the same resume for multiple applications

**Find more resume writing tips:**

- https://www.careeronestop.org
- https://choosework.ssa.gov