



Find your resume style

Chronological vs.
functional resumes

explore what's **possible**

No. 1

Chronological resume

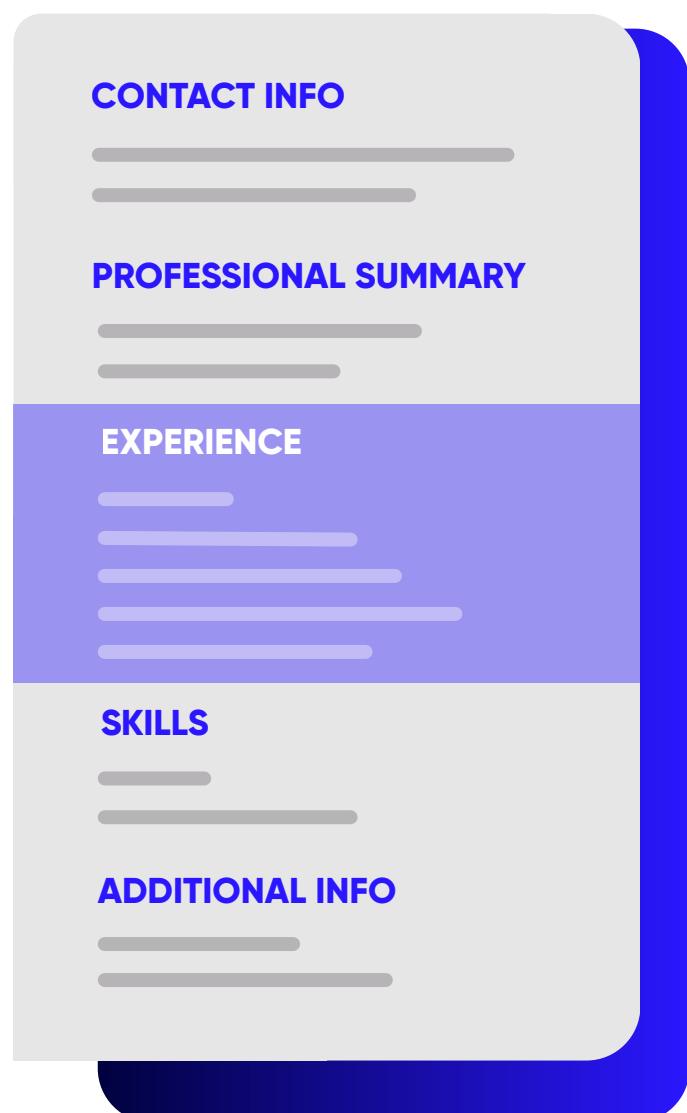
The chronological resume is the most popular resume layout with employers and recruiters. In this format, work experience is featured before skills, listed from most recent to oldest.

Best used when:

- ✓ You are planning to continue in the same field or occupation
- ✓ You have relevant work experience
- ✓ Your work history shows career development
- ✓ There are few employment gaps in your resume
- ✓ Previous employers may be significant to the reader

Lead with your experience

This format is designed with the intention of making your career growth shine.



No. 2

Functional resume

The functional resume format focuses on skills, rather than how and when they were acquired. Skills appear before your work experience.

Best used when:

- ✓ You do not have directly relevant experience for the position
- ✓ You are a mature professional
- ✓ You have employment gaps in your resume
- ✓ You are a contract worker or have frequently changed jobs
- ✓ You are new to the Canadian workforce
- ✓ You are making a major career change

Lead with your skills

Use this format when your skills tell a stronger story than your professional experience.

