



# Find your **resume** style

Chronological vs.  
functional resumes

explore what's **possible**

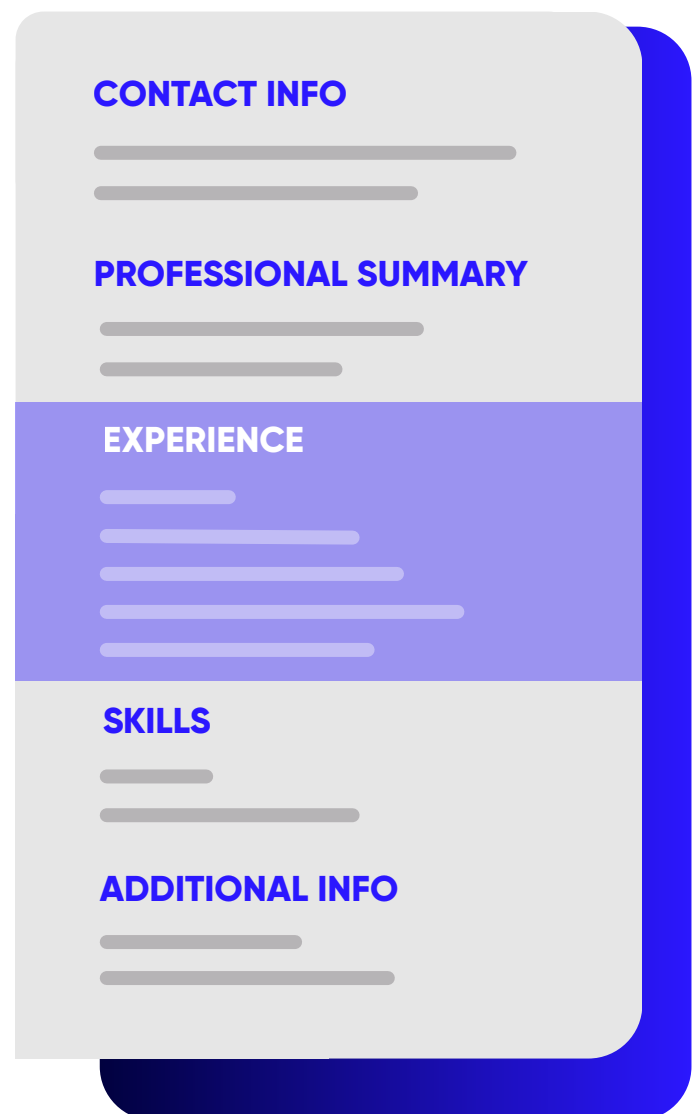
# No. 1

## 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.

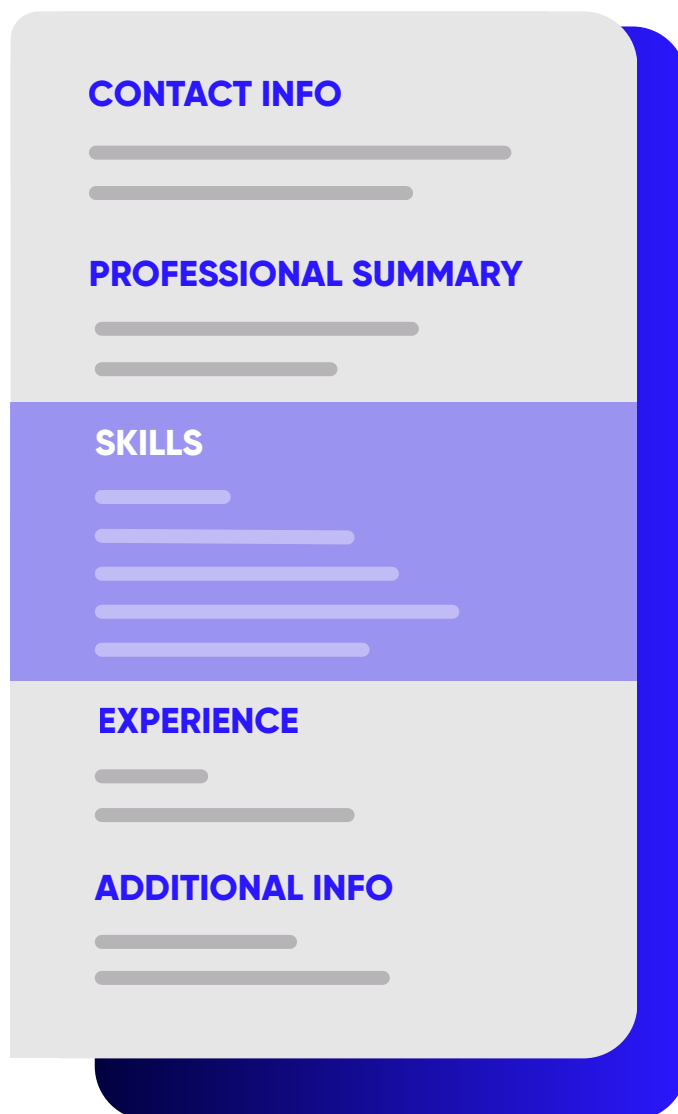
## No. 2

# 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.