

# 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	<ul style="list-style-type: none"> <li>The name of your last employer is impressive.</li> <li>You are staying in the same occupational field.</li> <li>Your job history shows growth and development.</li> <li>Previous job titles are highly impressive.</li> <li>You apply for work in a highly traditional field, such as education, government, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Your work history is "spotty."</li> <li>You are changing careers.</li> <li>You have changed jobs too often.</li> <li>You do not want to draw attention to your age.</li> <li>You have not worked for a while.</li> <li>You are looking for your first job</li> </ul>	<ul style="list-style-type: none"> <li>Widely used format</li> <li>Logical flow, easy to read</li> <li>Showcases growth in skills and responsibility</li> <li>Easy to prepare</li> </ul>	<ul style="list-style-type: none"> <li>Emphasizes gaps in employment</li> <li>Not suitable if you have no work history</li> <li>Highlights frequent job changes</li> <li>Emphasizes employment but not skill development</li> <li>Emphasizes lack of related experience and career changers</li> </ul>	Individuals with steady work record
Functional	<ul style="list-style-type: none"> <li>You want to emphasize capabilities not used in recent work experience.</li> <li>You are changing careers.</li> <li>You are searching for your first job.</li> <li>You are re-entering the job market after an absence.</li> <li>Career growth in the past has not been good.</li> <li>You have had a variety of different jobs.</li> <li>Much of your work has been temporary, freelance, or consulting.</li> <li>You want to avoid repetitious job descriptions.</li> </ul>	<ul style="list-style-type: none"> <li>You want to show frequent promotions.</li> <li>You are going into a highly traditional field.</li> <li>You performed a limited number of functions.</li> <li>The name of your last employer is impressive.</li> </ul>	<ul style="list-style-type: none"> <li>Emphasizes skills rather than employment</li> <li>Disguises gaps in work record or a series of short-term jobs</li> <li>Highlights most relevant skills and accomplishments</li> <li>De-emphasizes employment history in less relevant jobs</li> <li>Combines skills developed in a variety of jobs or other activities</li> <li>Minimizes drawbacks such as employment gaps and absence of directly related experience</li> </ul>	<ul style="list-style-type: none"> <li>May be questioned by employers due to lack of information about specific employers and dates</li> </ul>	<ul style="list-style-type: none"> <li>Individuals who have developed skills from other than documented employment and who may be changing careers.</li> <li>Individuals with no previous employment</li> <li>Individuals with gaps in employment</li> <li>Frequent job changers</li> </ul>
Scannable/ Internet	You are submitting an electronic resume, either via email or online through a site		Easily created from any resume format		Anyone