



# Quiz Which Resume Format Will Land You The Job?

**Formatting a resume involves a lot more than just deciding if you should add columns or what type of font to use. An easy way to keep a clean layout and ensure you relay your story to a recruiter properly is by choosing the right format. Want to find out which format is right for you? Take this super fast and easy quiz to find out!**

**You're ready to make a move, but which direction are you heading?**

- (a) I'm looking to stay in the same industry or take on a similar role.
- (b) I really want to make a big career change.
- (c) I'm flexible so I'm keeping my options open.

**Can you tell us a little bit more about your work history?**

- (a) I've worked three (or fewer) jobs at different companies.
- (b) I can list multiple job titles on my resume, but they're all at the same company.
- (c) My first job was many years ago, and I've come a long way in my career with multiple companies and job titles.

**How do you feel about your current or most recent job? Be honest!**

- (a) I really love what I do. Other factors are fueling my job search.
- (b) I've given it the old college try, but I don't like my work, my company, and maybe not even my industry.
- (c) There are aspects of my job that I really enjoy, but some not so much.

**Does your current job title suit you?**

- (a) The title I have is the one I want—or at least it puts me on the path to the title I'm after.

- (b) It's a little off track from where I want to be, and it doesn't represent my biggest/most impressive skills.
- (c) I feel like my title illustrates some of my experience and my role, but it's not the perfect fit.

**What area of your career are you most proud of? Show it off!**

- (a) I hustled through school/a career change/returning to work, and I'm proud of where I've landed.
- (b) I've acquired some really valuable skills, and I'm an incredibly versatile candidate/worker.
- (c) I've got many years of work experience, specific industry expertise, and even some career-centric extracurriculars in the form of volunteer work, serving on boards or professional organization, or other accolades.

**The  
Results  
Are In**

**Head on over to  
page 2 to see  
your result**

# If you answered mostly...

## A Chronological Resume

This format keeps the focus on your most recent work experiences. Your jobs are listed in reverse chronological order with your current, or most recent, job first. Your education and related skills are also included in this resume, but where you place them on the page is flexible—you can choose what you want to highlight and what you think would be most enticing to a recruiter. So if you want the recruiter to notice your technical skills first then list them at the top.

### You Should Use This If...

This format works particularly well for people who are looking for a job in a similar industry or for a job that's similar to their current (or a past) position. This format also works well for students and recent grads who might not have as many work experiences to choose from.

## B Functional Resume

A functional resume focuses on your skills and experience rather than your chronological work history. In this format, you emphasize specific skills and capabilities to highlight your competency and keep the focus less on job titles and more on transferrable expertise.

### You Should Use This If...

You're a job seeker who is changing careers or has gaps in your employment history. Another example includes professionals who have held multiple positions at the same company or are currently serving as a consultant or a freelancer. This resume design allows you to highlight the functional skills you learned through multiple roles that didn't always follow a linear path.

## C Combination Resume

This is just like it sounds—a combination of a chronological and a functional resume. At a certain point in your career, you'll have numerous

core competencies and accomplishments. A combination resume lets you show off multiple years of experience through a chronological list but also quickly point out your accomplishments.

### You Should Use This If...

This is a popular format for mid-level to experienced professionals because they have multiple years of work experience. You've put in years of hard work, so why not show off a little?

**Did you know the average recruiter spends less than 10-seconds scanning a resume?**

**The 24-Hour Resume Makeover Course** will help you design a stunning resume, stand out to recruiters, and land your dream job. A well-designed resume is like a VIP pass straight to the front of the line with recruiters and hiring managers. Make sure your resume makes it to the "yes" pile with our professionally designed Microsoft Word resume templates, step-by-step instructions, and downloadable resources filled with interactive and guided exercises that will improve your resume in just 24 hours.

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