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A crumpled resume iStock.com/ragzac you don't get a second chance to make a first impression. When you hunt for a new job, your resume is the first thing hiring managers to see. Make a mistake and your app will never make it to the next round of review. Which resume bloopers disable employers? Typos, unprofessional email addresses, verbose job descriptions and language cliches won't do you any favors. But one of the biggest mistakes you can make is choosing the wrong resume format. Most people organize their resumes in chronological order, listing their last positions first and working backwards over time. Employers like this format because it is predictable and easy to scan. A quick glance gives them an idea of the candidate's skills and the depth of experience. Three-quarters of HR managers surveyed by Accountemps said they preferred a CV to be arranged in this way. The traditional chronological format demonstrates your market skills, describing how you used them with each role as well as your achievements. In other words, it's contextualizing your qualifications for the reader, Amanda Augustine, career consulting expert at TopResume, told the Cheat sheet. But what if your skills and experience don't fit neatly into the chronological format? Maybe you've been out of the workforce for a while, had to make a career hook because of layoffs, or are trying to land a job in another area. In these cases, some people gravitate towards a functional resume that emphasizes your skills and experience rather than focusing on positions. Online job application iStock.com This type of format will chronologically summarize your employment history, but a brief information is posted at the end of the resume, so the focus remains on the skills directly related to your target job, Augustine explained. Job descriptions are usually omitted in this resume format, and some people will leave work dates. A functional resume is a strategic way to draw attention away from a bumpy career history, and refocus on the skills learned along the way, Augustine said. In theory, this sounds like a great way to highlight your strengths and downplay your weaknesses. But you could create yourself for failure by choosing this resume format. Employers often see a functional resume as a red flag, Augustine said. Other career experts agree. My experience is that more hiring managers than don't think functional resumes are disappointing and may be hiding something, wrote HR expert Alison Green of Ask a Manager. Only 17% of hiring managers in the Accountemps survey said they preferred functional resumes. Using a functional can be a particularly big problem if you apply for a job online. Candidate Tracking Software (ATS) searches for keywords in the history of your work to filter out candidates, candidates, Explained. If you don't have keyword-rich job descriptions for each of your past positions, you can't make it past the original selection process. In some AIT systems, a functional resume virtually ensures that your application lands in a heap of failure, Augustine said. Prejudice - both human and technical - against functional resumes is so great, Augustine says she strongly recommends against them and will use such a format if the client requires it or tries to return to work after a decade or more. A career coach reviews a job applicant's RESUME by PAUL J. RICHARDS/AFP/Getty Images What if you have gaps in your cv or other work history issues? Augustine offers a hybrid resume format that combines elements of both chronological and functional resumes. Start with a professional resume and then explain your key qualifications, relevant skills and past achievements. Then list your past assignments in the traditional chronological format, re-insure your job instructions to show how each post has prepared you for the job you want. Describe each of your previous roles with your current work goal in mind, Augustine said. For example, if you are pursuing a marketing role but have only worked in retail, consider the tasks you have accomplished or the experience you have gained that will help you become a good marketer. This may apply to your experience with promotions, displays, or even customer interaction. Volunteering can also help fill in employment gaps, especially if it is relevant to your career. Forty-one percent of LinkedIn members said they thought the volunteer experience was as valuable as traditional experience in evaluating candidates, and 20 percent of hiring managers said they hired someone based on their volunteer experience. People are wondering whether it's considered legal as a paid work experience, Carol Fishman Cohen, co-founder of career programming company iRelaunch.com, told Fortune. What we hear on the employer side is that if the experience of a volunteer has to do with your career goal, include it. Follow Megan on Facebook and Twitter For more from the Money and Career Cheat sheet: Whether you are good at your career or the gap in your employment, it can be hard to decide what to include in your resume. This is especially true when you reach a point where you question whether your work experience happened too long ago to be included in your resume. Most people are looking for a simple answer or rule that tells them exactly how far too far back to include in their resume. However, career experts and coaches say there is no hard and fast. Response. We spoke with Michelle Aikman, NCRW, co-founder and director of Adventure Training Cerno, to discuss how far your back must go. The ThumbThe rule is the standard rule people often hear that any experience over the past 10 years does not matter and should be saved from resumes. But Aikman notes that there is no hard and quick rule that applies to everyone because some people don't have work experience, which leads them to what they want to do next. My rule is to consider how important experience is to convey your ability to do the job, and whether it is absolutely important that you communicate your qualifications or past experience with a timeline attached to it, says Aikman.Related: One question your resume needs to answer (but probably not) if the experience is still applied, no matter when it happened, Aikman says that you should still put it on your resume. As long as it gives the employer enough information to understand this, it opens the door for you to talk about this experience, she explains. This may not be recent, but it is still relevant. It's all about relevance When it comes to placing old work experience on your resume, Aikman says focus on relevance. If you've done something in high school or college that is more relevant to what you're trying to do than other recent experiences, then Aikman says you absolutely should include it because it adds to your qualifications. For those with a large gap in their employment, filling out a job application or going for an interview can be nerve-wracking if you are worried your employer will notice how far back your resume is going. But if you've done things in your personal life that you're proud of, you can find ways to showcase these accomplishments on your resume as an appropriate experience. For example, if there is a gap in your employment because you had to take care of a family member or loved one, you can explain what you have learned or done through that experience in a way that showcases the appropriate work for the job you are now applying. Maybe this experience has taught you how to manage another person's life, so you can demonstrate why you would be a great assistant or general manager. It all comes down to getting the words out to describe what you've done, Aikman says. This may mean that you have to be qualified in the way you present the information because you may not be able to use the language that you used before. Think about how you can communicate this experience using language that will resonate with your employer. Translation of the Old ExperienceMore not only ensures the relevant experience is important, but it is also important to translate the experience for your future employer. Aikman says you have to come to terms with the problems you're having while unemployed, but showing the employer why you are motivated and want to work for them. Related: The most common CV errors and how to fix their cover letter is a really good place to explain it, advises advises It is important that you provide detailed information on why you are trying to transition right now because employers tend to be nervous about why you are unemployed or have not been hired yet. Aikman explains that this is an important problem for many people with a large employment gap, and that many career service centers or professionals are unable to help because they do not know how to do it. Go beyond summaryified, the stigma still exists around being unemployed. When you are looking for a new job, the standard process of filling out an online application or dropping off a resume is not always enough. Aikman advises those who are in this situation to be more proactive in reaching out to employers by attending networking events and building relationships with other professionals. When it comes down to it, Aikman says you just have to inform your employer that the experience you have, no matter when it happened, makes you eligible for the position. You have to believe in your resume in order to work. I think anything can go on a resume, it's just how you communicate it using the right language,' she says. When it comes to interviews, first impressions are everything. You probably know to avoid some faux pas-like late, or say something means to the admin. But you should also stay away from providing cliché answers that will prevent your interviewer from moving you to the next stage. As an hiring manager (and founder and CEO of a human resources firm), here are some of the most common ones I hear: I overachiever I'm a big believer in the choice of words and semantics-people meaning what they say and say what they mean. When I hear this, I believe that you are underachiever, or you are a decent worker, but not a superstar. Here's what I mean: being labeled overachiever means that people underestimated you. If you overachieve, it means you did more than people thought you could. For me, this raises the question, why do they think you were limited in your abilities? I give 150 percent every time I hear this phrase, I always say: I think you need to recalibrate. I can only give you 100 percent. I can't give you 150 percent because I'm not here one and a half times. When you say something like this (especially without any specific examples to support it), it makes you sound disingenuous, and you'll probably end up overly promising, and under-delivery. That's not what hiring managers want. I really love this company really? Tell me, what do you know about the company? Is that more than a small bit you've covered online? Any interviewer will assume that you have applied for a job because you like the company, so you don't need to find out the obvious, you need to know as much as you can know by not actually working there that requires you to look beyond the company's website. You need to understand what you can bring to the company and how it binds in their mission and common purpose. Ask questions about why the people working there think it's a great place. Find out where they think the company can improve. The most important thing is to think and ask questions to help you form opinions, not just for the sake of asking questions. As a hiring manager, I want you to tell me that you've done research and talked to people because that's the only way for you to understand what we build and create. You might think that's what the person on the other end wants to hear. I'm telling you, it's not. That's what I want to hear: I'll outwork and outproduce anyone else on this team. I will be taking on additional education to grow faster than my peers. I will put in time for standard opening hours if and when it is necessary to achieve the goals, and cross-learning skills that other people have. But people won't say these things because most people aren't willing to accomplish them later. To make it clear, I'm not looking for people who want to work a million hours. I want people to be honest and get people to articulate what they bring to the table and then deliver on it. Always tell the truth. I'm very detail oriented If this is a true statement, you better know the smallest details of your work and your team. What happened last month, last quarter and last year? Why were there problems and what was the reason for the success? As an hiring manager, I want to see concrete evidence of this. This means no typos on your resume and participation in projects and results that have shown your attention to detail. As a candidate, you can prove that to me. I feel like it's a place where I can learn and grow well. Now tell me, what is this for us company? What are you going to contribute? We earn money by increasing income or cutting costs; What are you going to do to move us in that direction, and how? This answer to the question is focused on you, not the company, and most of the respondents tend to focus on themselves and what they want. When you are interviewed for a role, you should always focus on the company and what the company can get by ingaicing you. Yes, the advice seems obvious, but you'd be surprised how many people don't follow this advice. Remember that you are there to convince the company that you are the best solution to their problem, that you are the best person to fill their vacancies. Focus on that and you'll be surprised at how far you can go. Tom Gimbel is the founder and CEO of LaSalle Network, a national recruitment, recruitment and cultural firm. 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