

Example of Chronological Resume

Full Name

[Mailing Street Address]•[City, State, Zip Code]•[(Area code) Phone #]•[Email]

OBJECTIVE

In general - Please DON'T use this category- there are a few instances when it is useful. If you choose to include it, be specific and explain your main career goals or the type of job you wish to land, in one sentence. Some employers may like the specific job position as your objective.

PROFESSIONAL SUMMARY

(Other headings: Highlights of Qualifications, Qualifications, Profile , or Summary of Qualifications)

- Qualification or achievement
- Qualification or achievement
- Qualification or achievement
- Qualification or achievement
- Qualification or achievement

List 5 or 6 strengths that are relevant to the job you are applying for either by paragraph or bullets

WORK EXPERIENCE

Job Title Company or Employer Name, City, State Month & Year – Month & Year

- (Job responsibility or achievements)
- (Job responsibility or achievements)
- (Job responsibility or achievements)

Job Title Company or Employer Name, City, State Month & Year – Month & Year

- (Job responsibility or achievements)
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- (Job responsibility or achievements)

Job Title Company or Employer Name, City, State Month & Year – Month & Year

- (Job responsibility or achievements)
- (Job responsibility or achievements)
- (Job responsibility or achievements)

PROFESSIONAL MEMBERSHIPS

Military experience, community organizations or activities, special skills, awards.

EDUCATION

(If Education is your most important asset, (new graduates) move it before Experience)

School Name, City, State Major:Dates
 (Award, accomplishment, curricular activity, minor, advanced degree, credit hours completed, etc.)
 School Name, City, State Major:Dates
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(Highest level completed or include others if relevant to the position applied for)