



Career Services  
Demuzio Campus Center, Room # 110  
217-854-3231

## **Chronological Resume Format**

**Your Name in bold and size 14 font**

**(The rest of you contact information should be one font size smaller than your name)**

**Street address**

**City, State, Zip Code**

**Phone number with area code**

**Email address with hyperlink removed (Make sure your address is professional)**

**OBJECTIVE (All Headings should be in all capital letters)**

Should be specific to the position

### **EDUCATION**

**Bachelor of Arts in (Major),** Graduation Date

**Minor/Emphasis/Concentration:** Name of Minor/Emphasis/Concentration

Blackburn College, Carlinville, Illinois

GPA: List only if 3.0 or better

### **WORK EXPERIENCE**

**Position/Job Title,** Employer Name, City, State,

Dates (Month, Year – Month, Year)

- Use bullet points to describe your experience
- Each bullet point should start with an action verb (ex. Designed, created, implemented, taught, provided instruction for, assessed, evaluated, utilized, met, initiated, participated)
- Describe your skills instead of your task
- Try not to use the same word more than once
- Should have at least 2 bullet points for each heading

### **RELATED WORK EXPERIENCE ( This section is optional)**

This may be experience that you gained as part of your course requirements (ex. Student Teaching). This may also be class projects. This section will also be in bullet form.

### **VOLUNTEER EXPERIENCE (These sections are optional)**

#### **EXTRA CURRICULAR ACTIVITIES**

#### **RESEARCH EXPERIENCE**

#### **AWARDS/ACHIEVEMENTS**

#### **COURSEWORK**

**\*\* Use Times New Roman Font. Font size for test may range from size 10-12. Margins may be from .7- 1 inch. Resume should be created in Word. Remember the “30 Second” rule.**