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## CHRONOLOGICAL RÉSUMÉ

A résumé is a summary of your skills and background designed to get you a job interview. A one-page, 8.5" by 11", black and white marketing device, it is necessary for entry into any area of Practice (Gateway Project, internship/job, Practice Assessment). It is a well-crafted piece of design that showcases your abilities to put together a clear, readable, consistent document. It is not an autobiography. Before you start, ask yourself, "Who is my audience? What do they need to know in order to consider me for an interview? And how can I best frame my prior skills and experience?" The **chronological résumé** is recommended for students with **significant (two or more years of) professional design experience**, as it highlights your professional background, responsibilities, and accomplishments.

### Heading

- Your name, complete mailing address, phone number, email address ... identical to your cover letter.
- You do not need to write "Email: ( your address)" or "Phone: ( your number)." Just list your address and number.
- List one phone number, the one you'd want prospective employers to reach you at. Answer it professionally, and be sure you have a professional outgoing voicemail message.
- Use a professional email address, e.g. BAC email. Remove all hyperlinks throughout all documents.

### Education

- List colleges in reverse chronological order, most recent (BAC) first.
- Format your Education section identically to your Experience section. For example:  

<b>School/Company</b> , City, State	<b>Month Year – Month Year</b>
<i>Degree/Title</i>	
- For each college, list the dates you attended and the degree you received. For BAC, write: "Candidate for [Degree]"
- Make sure your degree is written correctly:
  - Bachelor of Architecture, Bachelor of Interior Design, Bachelor of Landscape Architecture, Bachelor of Design Studies, Master of Architecture, Master of Interior Design, Master of Landscape Architecture, or Master of Design Studies
- Do not put your expected graduation date. Write: "[Month Year Started] – present."
- Optional: include GPA if 3.25 or higher.
- Do not list individual classes. Communicate such knowledge in your cover letter and/or Skills section.

### Experience

- This is the main focus of your résumé, as it calls attention to your background, responsibilities, and achievements.
- List your jobs in reverse chronological order, most recent first.
- Start each bulleted responsibility or achievement with an action verb: answered, composed, created, designed, guided, managed, mediated, oversaw, presented, etc. Vary your action verbs. For a helpful list of verbs, visit [www.quintcareers.com/action\\_skills.html](http://www.quintcareers.com/action_skills.html). If you're still at the job, use present tense. If not, use past tense.
- Don't list the same skills for every job. Whenever possible, try to indicate professional growth. Give more recent jobs greater emphasis (more bullets).
- Study job ads carefully. Reorder your bullets to draw attention to the skills an employer is most looking for.

**Additional Skills/Interests**

- Use this last section of your résumé to provide a complete picture of who you are as a person.
  - Professional memberships (e.g. BSA Student Member)
  - School organizations (an Atelier committee)
  - Volunteerism, community-based activities
  - Languages (highly valued these days!)
  - Travel, sports, outdoor activities, hobbies, interests

**Please note:**

- The use of an Objective is not recommended for any format. Your objective should be clearly stated in your cover letter.
- You need not write “References Available Upon Request.” For most jobs, it’s assumed that references - and work samples - can be requested at any time.

**Remember, every document must be 100% free of spelling, grammar, and punctuation errors.** Once you have a résumé drafted, make an appointment with the Learning Resource Center ([writingcenter@the-bac.edu](mailto:writingcenter@the-bac.edu)).

Chronological résumé template:

**FIRST LAST**  
123 Fake Street, City, State, Zip  
firstname.lastname@the-bac.edu  
555-555-5555

**EDUCATION**

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**Boston Architectural College**, Boston, MA  
*Candidate for (Degree) of (Discipline)*

- GPA: 3.5

**Month Year – present**

**Prior College**, City, State  
*(Degree) of (Discipline)*

- GPA 3.7
- Semester Abroad: City, Country

**Month Year – Month Year**

**EXPERIENCE**

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**Some Design Firm**, City, State

*Title*

- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb

**Month Year – present**

**Some Design Firm**, City, State

*Title*

- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb

**Month Year – Month Year**

**Some Design Firm**, City, State

*Title*

- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb

**Month Year – Month Year**

**Some Design Firm**, City, State

*Title*

- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb

**Month Year – Month Year**

**INTERESTS**

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**Membership:** Organization 1, Organization 2, Organization 3

**Languages:** fluent in (language); working knowledge of (language)

**Travel:** Country 1, Country 2, Country 3, Country 4, Country 5

**Interests:** hobbies, outdoor/athletic activity, artistic/musical endeavors, etc.