

CHRONOLOGICAL RESUME TEMPLATE

NAME

Current Address

Email Address • Phone Number

Permanent Address

OBJECTIVE If listed, state type of position sought field/division/department in which you prefer to work, and related qualifications (degrees, skills, work experience, etc.)

EXAMPLE: Seeking an internship in the marketing field where I can utilize my creativity, multi-tasking ability, and presentation skills.

PROFILE

- This section can also be called **Summary of Qualification, Strengths, Skill Summary, Qualifications, or Highlights**. It can be put in place of your objective or directly underneath.
- A profile should clearly communicate the very best you have to offer—your **top skills, traits, and accomplishments** that are related to the position that you are applying for.
- Think of your profile as your thesis and the rest of your resume proves your thesis points. You may include any **Technical/Computer Skills** and **Language Skills** in this section. Limited to 3-5 bullets.

EDUCATION

Colleges from which you received degrees, city and state. Do **NOT** list High School information. List in reverse chronological order (most recent first.)

Stetson University, DeLand, FL
B.A. in English, expected May 200X
GPA: 3.2/4.0, GPA in Major: 3.6/4.0

- Minor in Digital Arts

College, City, State
Degree in Major, Graduation Date
GPA: Overall and/or Major (if above 3.0)

- Minors, Concentrations

Academic Highlights: may include any Honors, Scholarships, Awards, etc.

Relevant Coursework/Projects: include related coursework, senior project, etc.

RELEVANT EXPERIENCE

List all paid, unpaid, full-time, part-time, internship, volunteer experience that is **RELEVANT** to the job. List in chronological order (present to past)

Job Title, Organization and Division, City, State, Dates (Month/Year)

- Begin each phrase with an **ACTION VERB**.
- Describe tasks using **STAR (Situation, Task, Action, Result)** technique.
- Show **Results** by using #, \$, %.

ADDITIONAL EXPERIENCE

Include non-related work experience here. These jobs can be summarized using the following information:

Waitress, Ruby Tuesday's, Daytona Beach, FL Summer 200x

LEADERSHIP & ACTIVITIES

Level of Responsibility (Officer, Chair, Committee Member), Organization, Dates

President, Student Organization, 200x-present

- List specific duties if relevant to the position you are applying for.

Committee Member, Social Club, 200x-200x

- List specific duties if relevant to the position you are applying for.