

# Chronological Resume

A chronological resume is used if you have extensive experience in a particular field and have no gaps in employment history. A chronological resume is the preferred format for individuals submitting resumes to a job search board (i.e., Monster or CareerBuilder), and/or recruiters.

## Contact Information

The first section of your resume should include information on how the employer can contact you.

First Last Name  
Street Address  
City, State Zip  
Phone (Cell/Home)  
Email Address

## Experience

This section of your resume should detail your work history in chronological order. List the companies you worked for, dates of employment, the positions you held, and a bulleted list of responsibilities. Your work history should be recorded starting from the most recent position you have held. *Include information below for all positions held.*

Job Title  
Company  
City, State  
Dates Worked  
Responsibilities

## Education

In the education section of your resume, list the colleges you attended and the degrees attained.

## Professional Honors and Awards

In this section, list any special awards and honors you have earned.

## Certifications/Licenses

In the education section of your resume, list any professional certifications and/or licenses you have that may be relevant to the position.

## Skills

Include skills related to the position/career field that you are applying (i.e., computer skills, language skills).

## References

There is no need to include references on your resume. You should indicate that references are available upon request.

*For a resume template, please click on the Template link of the Outplacement Toolkit or visit [www.jobstar.org/tools/resume/samples.php](http://www.jobstar.org/tools/resume/samples.php) for examples of Chronological resumes.*