

CHRONOLOGICAL RESUME EXAMPLE

Below are several sections that you might want to consider for a chronological resume. A chronological resume format is used when the job seeker is seeking or applying for career opportunities in a current area or profession for which they are currently working.

Contact Information: Include your full name (or given name that you like to be called) such as Roberta Susan (Sue) Smith. Include your credentials and degrees such as RN, BSN. Include your current address (or both addresses such as permanent and campus address), your email and area code and phone number.

Career Objective: When you are applying for a specific job such as the Oncology Nurse position you mentioned, you can use a Career Objective such as this, "To obtain the UK Healthcare Oncology Nurse Specialist Position." You will need to change your Career Objective for every position you apply for. If you are just "networking" with professionals like a Job Fair, or meeting with someone informally, you don't need a Career Objective.

Education Section: If you have recently graduated with a degree, then put your Education first. If you have more years of Professional Working Experience, then you can put Education Section last. Include GPA (if greater than 3.2) and Academic Awards and Honors including Funded 100% of college tuition with part-time employment and scholarships or special skills such as American Sign Language fluency or Fluent in a Foreign Language such as Spanish or French.

Professional Experience or Healthcare Section: This section elaborates on your current, professional or healthcare work experience related to the positions you are applying. When writing "powerful" job description statements, I do not recommend reiterating your entire job description. You want to start off with powerful words such as Implement, Provide, Maintain, etc. Use present tense if you are still working in the job...past tense when you are no longer working in the job. I would recommend something like this as a concise, format for your Professional Experience:

UK Healthcare, University Health Service, Lexington, KY

Registered Nurse, Employee Health Services Department - July 2011 to present

- Provide professional nursing care to approximately 150 - 200 employee patients/day in an academic university health service center
- Involved in all aspects of nursing care including administering immunizations, TB skin testing, and documentation and compliance using Mediat EMR System
- Oversee patient education and materials in regard to vaccine health, health care requirements and communicable disease information

Other Work Experience Section: This section can be included if you have "other" non-healthcare work experiences that you would like to show job responsibilities, etc. Some examples of "other" work experiences might be Child Care Provider, Food Service/Waiter, Customer Service Representative, Retail Sales Person, Mission Trip Volunteer, etc.

Licensure/Certifications/Continuing Education - You can have three sections or if that is too lengthy, then you can combine these sections and condense.

Licensure/Certifications Section: (You want to list them in reverse chronological order)

Registered Nurse, Commonwealth of Kentucky, #1121690, 2009 to present

Registered Nurse, Ohio, #208424, insert dates

State Registered Nurse Aide Kentucky, #45678432, July 2010 to present

Advanced Cardiac Life Support (ACLS) certification, June 2011 to present

Basic Life Support (BLS) certification, June 2011 to present

Continuing Education Section: You might want to list several current CE activities especially if they are relevant for current positions you are applying for example if you are applying for Critical Care areas and you have completed CE's for Identifying Pulmonary Embolism, you would want to list that.

Professional Involvement: These are professional memberships, leadership positions, etc.
Member, American Nurses Association (ANA), July 2011 to present
● State Representative to the National ANA Meeting, Anaheim, CA, January 2009
Member, Kentucky Nurses Association, July 2011 to present)

Community Involvement Section (also called Volunteer Experience Section):

Makenna Foundation Evening of Champions Black Tie Gala, Lexington, KY
Presenter and Co-Chair, May 2009, May 2010

● Solicited donations for Silent Auction and sold tickets to raise money for UK Healthcare Makenna David Pediatric Emergency Department; increased donations by more than ____%

Volunteer, Corbin Human Society, Corbin, KY (Volunteered more than 130 hours)
Volunteer, American Cancer Society Relay for Life, Lexington, KY

Interests Section (again, you want to list these in reverse chronological order....current to the past):

Extensive travel to Ecuador, Mexico, Brazil and Costa Rica
Reading, skiing, and quilt designing

References: You do not need to list “References Available Upon Request” on your resume....providing references is a “given.” You will want a separate sheet of paper for your professional references. List them in order of most important (current employer to former employer). You can use the same “header” as you have used on your resume with Name, Credential, Address, etc. Then “center” the word References, then list: 1) #1 Reference (include credential), professional address, city, state, zip code, telephone number and email address, 2) #2 Reference (include credential), professional address, city, state, zip code, telephone number and email address, 3) #3 Reference (include credential), professional address, city, state, zip code, telephone number and email address. You do not need to list more than 3 or 4 professional references.