

CHRONOLOGICAL RESUME TEMPLATE

Your First and Last Name (Use a larger font)

Address, City, State ZIP

Phone Number

(Easiest to reach you and with a professional voice mail greeting.)

Your Email

(Use or create a professional email for use in your job search.)

Your LinkedIn public URL

(Do this only if you have a complete LinkedIn profile.)

OBJECTIVE

Position title (name of the job you are applying for) with (name of company with the job opening) in (name of the city and state where the company is located).

SKILLS SUMMARY

One way to format this section is to list the skills you have that mirror the words used in the employer's job posting. Another format is to group skills under a topic heading. Computer software skills can be part of a skills summary. Use 3 – 5 lines in a resume to summarize your skills.

WORK EXPERIENCE

Name of Prior Company, City, State

Year to Year

Title of Prior Job

- Keep the number of bullet points about the same for each job. Use more points for your previous job that is most like the job opening.
- Search Onetonline.org using the title of your past job, and find the list of tasks.
- Find tasks you have done in the past. Match these tasks with the qualifications and requirements in the job posting. Do this for each job application.
- Customize your resume for each job application. Include only your past tasks that best match what the employer is asking for in the job posting.
- One line per bullet is ideal, two lines are ok, but you will have fewer points if they are all two lines.
- Start each bullet point with a verb. Follow that with why, how, or what the impact was to the organization.

Name of Prior Company, City, State

Year to Year

Title of Prior Job

- Quantify what you have done such as increased sales 20% in one quarter. Numbers justify your skill level.
- Use present tense OR past tense, i.e. Present vs. Presented. Use one tense throughout your resume.
- Arrange skills in the same order you see in the job posting. Required at the top followed by preferred.
- Feel good about what you are presenting. Be positive about all your skills!

EDUCATION

Your Degree or Certification, Your College, City, State (Omit year if more than 5 years)

- Include your GPA if over 3.0 and degree, certification or certificate was completed in last 5 years
- If no degrees keep same format and include how many credits earned or anticipated graduation date.
- If a high school diploma or GED® is your highest education level, be sure to include it. Omit listing your high school if you have attended a post-secondary educational institution.

AWARDS, CERTIFICATIONS & ADDITIONAL TRAINING

(List training, awards and certifications that best match the job opening requirements.)

- ACT's National Career Readiness Certificate (NCRC) Silver Level Year
- Forklift Certified Year