



Basic chronological resume format:

Sample Chronological Resume

YOUR FULL NAME

Your street address, city, state, zip code

Your telephone and/or cell phone number and email address

OBJECTIVE

This statement informs and serves as a focal point from which potential employers review and analyze your resume. It should represent a specific job within a specific industry that you are interested in obtaining. Examples of an objective follow:

- *To obtain a position in graphic design requiring advanced Photoshop and illustration skills.*
- *A position in the field of art that uses a variety of mediums.*
- *To secure an internship with an emphasis in electrical engineering.*

EDUCATION

Arkansas State University, Jonesboro, AR

Degree: Bachelor's Degree of Agricultural Science

Example: Anticipated Date of Graduation: May 2010

*Know the type of degree you are receiving. Contact your advisor or the Registrar's Office to confirm your degree.

Minor(s):

Emphasis/Emphases:

Overall GPA: 3.0/4.0 -and/or- Major GPA: 3.25/4.00 **Note: Your GPA is optional*

Honors/Awards/Certification(s): Optional and may be listed as a separate heading.

RELATED

COURSEWORK

Optional and can be omitted from your resume if you need more space to list experiences.

EXPERIENCE

This can include full, part-time or volunteer work. List your experience in the format you have chosen (If chronological, start with your most recent job and work backwards). Include:

- job title • employer's name • city and state • dates employed. When describing your duties and responsibilities, use short and precise statements that begin with an action verb and are in a verb tense that is relative to whether you are currently employed in the position or no longer employed in the position. Other headings used for your employment section include:
- VOLUNTEER EXPERIENCE • RELATED EXPERIENCE • WORK HISTORY
- INTERNSHIP EXPERIENCE • RESEARCH EXPERIENCE • MILITARY HISTORY

COMPUTER SKILLS

Use this section to tell employers about your technical/computer skills:

- Software, Tools, and Utilities
- Languages and Applications
- Databases and Internet Applications
- Technical Support Training, Seminars, or Certifications
- Operating Systems and Hardware
- Web Development Tools
- Network and Client Server

ACTIVITIES

Use this section to tell the employer other things about yourself that may help with your application including • leadership roles, • clubs you do or have belonged to.

Other headings for this section may include: • AWARDS • HONORS • INTERESTS

• LANGUAGE SKILLS • PUBLICATIONS • MEMBERSHIPS (or a combination of these)

REFERENCES

Create a separate reference page with three (3) references (maximum of five (5)). If space allows, you can add your references at the bottom of your resume. If you have a two-page resume with available space at the bottom of your second page, you can either add your references to the second page or create a separate reference page.

Resume Format

Resume Length

- One (1) page, but never more than two (2) pages (a separate reference page is not considered part of the resume length).
- A two-page resume should only be used if you have extensive experience or qualifications relevant to the position for which you are applying.
- Be sure to list your “Name” and “Page 2” at the top of the second page of your resume; you may also choose to list your email address and/or a telephone/cell number.
- When developing a two-page resume, be sure to organize your content in a manner that places the information most likely to impress an employer on the first page.

Type Size and Style

- Select a font size between 11 point and 14 point; absolutely no information crossed out or handwritten.
- Select a type style that is professional and easy to read. Avoid dense styles and styles with curlicues.

Margins

1. Standard Rule of Thumb: set your margins at one inch (1") on all sides (top, bottom, left, right) to create a well-balanced design (minimum top, bottom, and side margins is .5").
 2. Overly narrow margins can make your resume appear jumbled, and overly wide margins can project a perception of emptiness in your resume.
- ☛ Crunched for space? Decrease the top and bottom margins slightly, but avoid decreasing the side margins if possible. Side margins provide employers with space to make notes on your resume.

Sentence Structure

"To the point," brief and informative is how sentences and/or bullet statements should be written.

Be sure that the grammatical structure of your sentences is correct and consistent:

- Past Tense: used when describing experiences you have already had or activities in which you have already participated.
 - Present Tense: used only to describe those activities you are involved in now, such as your current (or “Present”) job.
- ☛ AVOID USING the personal pronouns “I, me and my” in your resume; the employer already knows that the resume is about you. Plus, never begin a sentence with the word “I”.

Word Choice

Begin your sentences with action verbs that describe exactly what you did, or are still doing, in your experiences and activities. **See:* Action Verbs – To Enhance Your Resume, Pages 9 & 10.

Paper Selection & Printing

- Use 25% Cotton Bond paper, 20-24 pound weight for best results.
- A laser printer should be used to print your resume with the watermark of the stationary right-side up and face forward.
- Paperclip your resume and other documents when mailing...DO NOT use staples. Fold together to mail or use a 10” x 12” envelope (or other appropriate size envelope).