

# Chronological Resume Template

## Your Name

Street Address  
City, State and Zip  
phone number and email address

**OBJECTIVE:** Name of position, focusing on...  
(This section is optional. Keep it brief and to the point.)

### SUMMARY OF QUALIFICATIONS

- These should be specific and objective things about yourself such as:
- Top sales award recipient
- Three years management experience.
- Fluent in Spanish
- Familiar with the principles of cost accounting

### EDUCATION

Name of School Earned	City, State	Month and Year
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**Degree Earned (include your major)**

List highest degree 1<sup>st</sup> - List the expected graduation month and year for degrees in progress  
GPA if above 3.0

- Here you may also list offices held, honors, and accomplishments.
- Relevant projects: You may want to include details of relevant class projects or fieldwork. Internships can go under experience section. Be sure to use course name rather than numbers
- It is best to only list schools from which you will earn a degree.
- If you have completed or are currently enrolled in a Bachelor's degree program, you do not need to list Associates' programs or your High School education.

### EXPERIENCE

Name of Company	City, State	Start - End Month/Year
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**Position Title**

- List all of your work experience starting with the most recent. Quantify results and accomplishments, not just responsibilities held.
- Keep resume to one page if possible. Use 10-12 point font and approximately one inch margins.
- Use bullets to guide the reader to a new supporting statement about what you have done.
- Start each new statement with an action verb and avoid using "duties were" or "responsible for."
- Employers will often scan for *keywords* in your resume that apply to the criteria in their job description. Research jobs that interest you and use the relevant key words to support your experience.

### AWARDS AND ACTIVITIES

- List organizations or clubs you belong to that relate to your job objective.
- Languages spoken, foreign travel, volunteer experience.
- Include information that relates to the position or the interest of the company, i.e. "running / NIKE"
- Do not list references on your resume. Bring a separate reference sheet to your interview