



Career Services
Demuzio Campus Center, Room # 110
217-854-3231

Chronological Resume Format

Your Name in bold and size 14 font

(The rest of you contact information should be one font size smaller than your name)

Street address

City, State, Zip Code

Phone number with area code

Email address with hyperlink removed (Make sure your address is professional)

OBJECTIVE (All Headings should be in all capital letters)

Should be specific to the position

EDUCATION

Bachelor of Arts in (Major), Graduation Date

Minor/Emphasis/Concentration: Name of Minor/Emphasis/Concentration

Blackburn College, Carlinville, Illinois

GPA: List only if 3.0 or better

WORK EXPERIENCE

Position/Job Title, Employer Name, City, State,

Dates (Month, Year – Month, Year)

- Use bullet points to describe your experience
- Each bullet point should start with an action verb (ex. Designed, created, implemented, taught, provided instruction for, assessed, evaluated, utilized, met, initiated, participated)
- Describe your skills instead of your task
- Try not to use the same word more than once
- Should have at least 2 bullet points for each heading

RELATED WORK EXPERIENCE (This section is optional)

This may be experience that you gained as part of your course requirements (ex. Student Teaching). This may also be class projects. This section will also be in bullet form.

VOLUNTEER EXPERIENCE (These sections are optional)

EXTRA CURRICULAR ACTIVITIES

RESEARCH EXPERIENCE

AWARDS/ACHIEVEMENTS

COURSEWORK

**** Use Times New Roman Font. Font size for test may range from size 10-12. Margins may be from .7- 1 inch. Resume should be created in Word. Remember the “30 Second” rule.**