

# Chronological Resume Template

**NOTE:** Your heading is your brand; use one format for all headers including resumes, cover letters, and references.

## Your Name

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

## SUMMARY OF QUALIFICATIONS

These should be specific and objective things about yourself such as:

- Three years' management experience.
- Top sales award recipient May 201X
- Fluent in Spanish (*Note: Only list languages if relevant to the position*)
- Proficient in business and financial software, including Excel

## EDUCATION

Name of School	City, State	Month and Year Earned (or Month+Year Expected)
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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

List your 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.

## SKILLS

Computer Skills: List software & skills, indicating level of proficiency, e.g., Proficient in MS Word, etc. Languages: List Languages spoken and level of proficiency, e.g., Fluent in Vietnamese and English

*Note: If the only types of skills you will be discussing are computer skills or technical skills, let that be the name of the section.*

**Other possible sections: VOLUNTEER EXPERIENCE (put after WORK EXPERIENCE)  
COMMUNITY INVOLVEMENT, AWARDS, INTERESTS**

- List organizations or clubs you belong to that relate to your job objective.
- Include information that relates to the position or the interest of the company, i.e. running if you are applying for a position with Nike, Adidas or Columbia Sportswear.

*Note: Do not list references on your resume. Instead, bring a separate reference sheet to your interview*