



Chronological Resume -Example

Your Name
Street - City, State, Zip - Phone - Email

JOB OBJECTIVE

Very concisely state what job you would like next.

SUMMARY

- Write three or four bullet statements that summarize why you would be good at your job objective. Each statement should be no longer than two lines.
- Your statements should highlight your relevant strengths such as experience, skills, community service, and personality traits.
- Prioritize the statements in this section so the most relevant one comes first.

PROFESSIONAL EXPERIENCE

Company Name, City, State, 20xx-present

Job Title

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective.
- Quantify results of your accomplishments when possible and appropriate: refer to how you positively affected the organization, the bottom line, your boss, your co-workers, or customers.
- Mention on-the-job awards or commendations you received that relate to your job objective.

Company Name, City, State, 20xx-xx

Job Title

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most relevant one comes first.

EDUCATION

Name of School (*list the City and State if desired*)

Degree, Major (*GPA and year of graduation are optional but may be asked for by some employers*)