

Chronological Resume Sample

Name

Address • Phone Number • Email

Key Qualifications/Summary of Qualifications

- Write 3-4 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/Work History

Company City, State
Job title *dates of employment (month/year)*

- Write 2-5 bullet statements about employment activities and accomplishments on the job.
- Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, your boss, co-workers, or customers
- Mention awards or commendations you received at this job
- Briefly show how you solved problems or generated solutions when applicable
- Prioritize the statements under each job position so the most relevant one comes first.

Company City, State
Job title *dates of employment (month/year)*

Company City, State
Job title *dates of employment (month/year)*

Education

School Name, City, State
Degree

Technical Skills

Include skills such as other languages, skill with Microsoft Office or other popular software, any technology related skills, relevant volunteer work or community service