

RÉSUMÉ TEMPLATE - CHRONOLOGICAL

Your name
Your address

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

Your contact information

OBJECTIVE: A description of the type of position you are seeking and the skills you will use.

PROFESSIONAL PROFILE

- number of months/years experience in a related position or field
- related education, training and/or certification
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

This is an optional section. If you use it be specific about the type of work this résumé is focused on.

This is an optional section, but it can be a great way to focus the reader on your most important qualifications. Include four to six points.

EDUCATION

Degree
Name of institution. Location (city)

Left-hand justify and bold important information such as your degree or position titles.

Date of graduation

- relevant courses: a list of 4 to six courses that relate to your objective
- accomplishment statement
- accomplishment statement
- accomplishment statement

Put your education near the top of the résumé when it is relevant for the job. Include descriptive accomplishment statements for each degree or program you list and consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

RELEVANT WORK EXPERIENCE

Position title
Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Start date - end date

List your relevant work experiences in reverse chronological order.

Include start and end months in your dates.

Position title
Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Start date - end date

Include two to six descriptive accomplishment statements for each experience. Quantify your statements to give the hiring manager a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective.

Your name

Put your name and "page 2" in the header of the second page.

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ADDITIONAL WORK EXPERIENCE

List your work experiences that are not included in the relevant experience section. Only include accomplishment statements if they are relevant to your

Position title
Name of organization, location (city)

Start date - end date

Position title
Name of organization, location (city)

Start date - end date

COMMUNITY INVOLVEMENT

List your volunteer/community experiences in reverse chronological order. If the experiences have relevance to your objective, include accomplishment statements.

Position title
Name of organization, location (city)

Start date - end date

- accomplishment statement
- accomplishment statement
- accomplishment statement

Include start and end months in your dates.

Position title
Name of organization, location (city)

Start date - end date

- accomplishment statement
- accomplishment statement

INTERESTS

This is an optional section. Highlight interests and activities that relate to your objective but also feel free to add other less related interests. Keep this section short – one or two lines.

- A list of three to six interests or activities

REFERENCES

Name of reference, position
Organization, location (city)
Phone number
Email

Name of reference, position
Organization, location (city)
Phone number
Email

You can include your references or have the statement "References available on request". If the names of your references will be known to the reader and add to your credibility, you may want to include them. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.

Your references should be three to four people who know you well from work, education or volunteer experiences. Work references are often the best. Make sure to ask permission before you list someone as a reference.