# RÉSUMÉ TEMPLATE - CHRONOLOGICAL

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

Your name

Your address Your contact information

#### **OBJECTIVE:**

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

#### **PROFESSIONAL PROFILE**

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

- 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

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

## **EDUCATION**

Format important information such as your degree or position titles in left-hand justify and bold.

Degree

Name of institution, location (city

Date of graduation

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

#### **RELEVANT WORK EXPERIENCE**

#### Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

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Name of organization, location (city)

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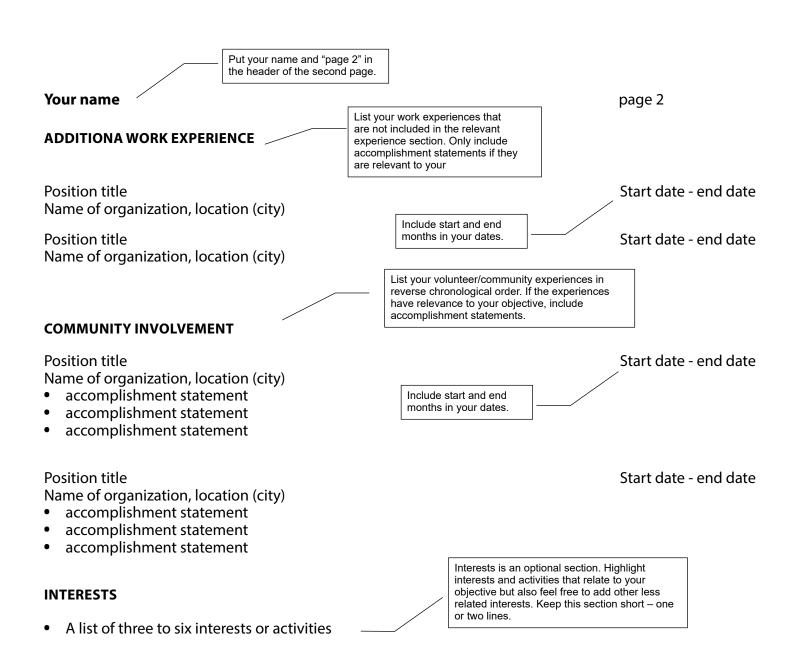
Put your education near the top of the résumé when it is relevant for the job. Include descriptive accomplishment statements for each degree or program you list and consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

Start date - end date

Include start and end months in your dates.

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.





### **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.