

Chronological Resume Guide

****Typically resumes should be kept to one page, with some exceptions. If you do need to extend to a second page, to ensure your resume stays together at the employer's office, include a header with your last name and the number of total pages.

Last Name***** | 1 of 2

FIRST NAME LAST NAME

City, State

Phone Number

E-Mail Address (Professional)

Header, create your own - be creative but keep professional and SIMPLE. Your name should be a larger font.

EDUCATION

Institution Name - *City, State*

(Anticipated) Graduation Date

Degree Name (Bachelor of Arts, Bachelor of Science) – Program Name (Engineering, Psychology); GPA*

*GPA optional, definitely include if explicitly asked for. All dates MOST recent to LEAST recent.

PROFESSIONAL EXPERIENCES

Job Title, Company Title - *City, State*

Date Began-Date Ended (Present if current)**

- Action verb followed by responsibility description – BE SPECIFIC
- Action verb followed by responsibility description – BE SPECIFIC
- Action verb followed by responsibility description – BE SPECIFIC

Job Title, Company Title - *City, State*

Date Began-Date Ended (Present if current)**

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Job Title, Company Title - *City, State*

Date Began-Date Ended (Present if current)**

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**List your jobs history. Begin with MOST RECENT, order should follow to LEAST RECENT. GENERALLY, should be no more than 10 years of experience old. Follow with a description of what you did in that job - include data (quantities), be as specific as possible in a SHORT phrase of what YOU specifically did. Make sure dates for the job are flush and aligned far right. Formatting should be consistent throughout your resume.

[Click here to utilize the action verb sheet.](#)

[Click here to utilize the "talking it out" activity.](#)

SKILLS

- Level of proficiency followed by name of technology or skill (Spanish, Adobe Suite, HMS, EHR, CAD, CFD)

***List your skills. These should be tangible skills and abilities that you can perform, rather than general skills such as “leadership focused, good multitasker” – these will be displayed within your job bullet points, interview, and cover letter. Examples of tangible skills can be: Speaking a foreign language, software proficiency, web development languages, etc. State your level of proficiency followed by the skill.

TRAININGS

- Name of training, date completed

These can be certifications, licenses, or individual trainings you have completed.

VOLUNTEER EXPERIENCES

- Type of volunteer experience, brief description of work, date(s) completed****

****Typically include volunteer experiences where you’ve had a significant contribution of time.

PUBLICATIONS

- Title of publication, name of publisher, date published

AWARDS AND HONORS

- Type of honor or award, brief description, date(s) completed

ORGANIZATION MEMBERSHIPS

- Name of organization, leadership title if relevant, date joined-present*****

*****Generally, include memberships that you hold presently, may be exceptions if you held leadership.

PROJECTS

- Name of project, brief description, date completed

CONFERENCES

- Name of conference, if presented – name of presentation, date(s) attended