

CHRONOLOGICAL RESUME EXAMPLE

YOUR NAME

Address (city & state only)

Phone Number

Email

SUMMARY OF QUALIFICATIONS

- Use 4 to 6 bullets to highlight your qualifications and strengths that would distinguish you from the other candidates
- Focus on ACCOMPLISHMENT STATEMENTS that showcase your experiences, skills, service, and outcomes that relate directly to the position you are applying
- Example: 5 years as a business professional with strong focus on accounts payable.

PROFESSIONAL EXPERIENCE

Position Title

(Dates Employed) 2010 – Present

Company Name, City, State

- Use bullets to describe the work performed in this position. Describe your accomplishments.
- Highlight details such as totals, quantities, and any other measurable information.
- Start each bullet with an action word (Example: Created, Trained, Developed)

Position Title

(Dates Employed) 2005 – 2010

Company Name, City, State

- List the most relevant points first
- Refer to the example above for what to include here
- Cover at least 10 years of experience, if able

EDUCATION

Degree and Emphasis Area or Minor

Date of Completion

School Name, City, State

“ADDITIONAL HEADINGS”

List items relevant to the position you are applying. Examples of additional headings: **Volunteer Experience, Professional Affiliations** (organizations you are a part of), **Relevant Certificates/Licenses**, etc