

Chronological Résumé

First Name Last Name
Address
City, State, Zip Code
Phone / Email / LinkedIn URL

Summary of Qualifications or Career Objective (Highly Recommended)

Skills

Education

School Name, City, State (Expected) Date of Graduation
Certificate/Degree Month/Year Format
GPA: Include GPA if 3.5 or higher (3.5/4.0)
Related Courses (Optional)

High School Name, City, State (Expected) Date of Graduation
High School Diploma Month/Year Format
Indicate Honors

Certifications

Work Experience

Company Name, City, State Dates of Employment
Job Title Month/Year Format

- (Job Responsibilities & Accomplishments)
- (Job Responsibilities & Accomplishments)
- (Job Responsibilities & Accomplishments)
- (Job Responsibilities & Accomplishments)
- (Job Responsibilities & Accomplishments)

Community Involvement

Organization Name, City, State Dates of Involvement
Officer Title Month/Year Format

- (Volunteer Responsibilities & Accomplishments)
- (Volunteer Responsibilities & Accomplishments)
- (Volunteer Responsibilities & Accomplishments)
- (Volunteer Responsibilities & Accomplishments)
- (Volunteer Responsibilities & Accomplishments)

Accomplishments and Awards

Contact Information

List the local address where you are looking for employment.

Summary of Qualifications or Career Objective (Highly Recommended)

If you have little or no work experience, a Career Objective may work better than a Summary of Qualifications. A Summary of Qualifications lets employers know your overall qualifications by listing them in three to five bullet points.

Skills

Think about the things you have learned to do well, whether you learned them in school, on the job, or during your free time. List both soft and hard skills relevant to the profession.

Education

Include your high school if you still attend or have recently graduated. When you complete college, your high school will be removed from your résumé. Schools should be listed in reverse chronological order. You can include your GPA if it's 3.5 or higher and relevant course work related to the job you are applying for.

Major Achievements

If you have little or no work experience, you can list major achievements associated with your education.

Certifications/Licensures

Include certifications and/or licenses because they demonstrate to employers that your skills are verified by state and professional agencies.

Work Experience

This might be the section that employers scrutinize the most closely, so be sure you list details clearly and accurately. Let employers know your most important duties, and give them a sense of what you accomplished on the job. List employers in reverse chronological order, starting with the most recent work experience first.

Community Involvement

Volunteering lets you express your deepest talents and includes projects performed out of a passion for your community.

Accomplishments and Awards

If the award helps people to know what you're good at doing and what you would like to keep doing, then it could help you stand out in areas that otherwise are not noted on your résumé.