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Chronological Resume Example

Full Name
Street or Mailing address
City, State, Zip code
Phone Number • email address

Objective: Include a specific resume objective here, adjusting for each position that you apply for.

Work History

Company Name, Job Title — Month, year (starting) – Month, year (ending)

Duties included list primary duties performed in this position. Start with the most recent position and move backwards. Provide a fairly significant level of detail for each position, as the purpose of this type of resume is to detail your work history – not just what you did, but also when you did it.

Company Name, Job Title — Month, year (starting) – Month, year (ending)

Duties included list primary duties performed in this position.

Company Name, Job Title — Month, year (starting) – Month, year (ending)

Duties included list primary duties performed in this position.

Education

Field of study, type of degree or credential, name of school; if still enrolled include expected completion date. Note: Start with highest level of education completed and include separate entries for previous education. If you have a college degree, you don't need to include high school. Note that if you recently completed school, you may want to put education before work history.

Key Skills

- Bulleted list of
- Skills related to
- The job for which
- You are applying
- Add skill
- Add skill

Activities and Awards

- List any professional organizations you are involved with, including time frame
- Such as "Society for Human Resource Management" (SHRM), January 2010 – present
- Include national and local organizations, including board or committee memberships
- Also include any awards you may have received relevant to the job or your career goal
- You can also include relevant volunteer work for nonprofit organizations
- These should be listed in reverse chronological order, which means you start with the most recently joined or received and move backwards.

References: Available upon request