# TEMPLATE - Chronological Resume

## First Name Last Name
Address, City, State ZIP
Phone Number
Your Email
Your LinkedIn public URL

(up to 14 point font)
(use 11-12 point font for the body of your resume)
(make sure this number has a professional voicemail greeting)
(Use or create a professional-looking email such as YourName@email.com)
(Include this only if you have a complete LinkedIn profile)

## OBJECTIVE

Position title (name of the job you are applying for) with (name of company with the job opening) in (name of the city and state where the company is located).

## SKILLS SUMMARY

One way to format this section is to list the skills you have that mirror the words used in the employer's job posting. Another format is to group skills under a topic heading. Computer software skills can be part of a skills summary. Use 3 - 5 lines in a resume to summarize your skills.

## WORK EXPERIENCE

**Name of Prior Company,** City, State                                    Year - Year
*Title of Prior Job*

- Keep the number of bullet points about the same for each job that is most like the job opening
- Search Onetonline.org using the title of your past job, to find a common list of skills for that position
- Match skills from past positions with the qualifications and requirements in the job posting
- Customize your resume for each job application
- Make each bullet 1-2 lines
- Start each bullet point with a verb that shows what you did and what your results were

**Name of Prior Company**, City, State                                    Year - Year
*Title of Prior Job*

- Use numbers to quantify what you have done, such as increased sales 20% in one quarter
- Use one verb tense throughout your resume: Use present tense OR past tense, i.e. present vs. presented
- Arrange skills in the same order you see in the job posting: required at the top followed by preferred
- Be positive about all your skills

## EDUCATION

Your Degree or Certification, Your College, City, State (Omit year if earned more than 5 years ago)

- Include your GPA if over 3.0 and degree, certification or certificate was completed in last 5 years
- If no degrees keep same format and include how many credits earned or anticipated graduation date
- If a high school diploma or GED® is your highest education level, be sure to include it
- Omit listing your high school if you have attended a post-secondary educational institution

## AWARDS, CERTIFICATIONS & ADDITIONAL TRAINING

- List training, awards and certifications that best match the job opening requirements