

# RESUME CHRONOLOGICAL GUIDE

**Your Name**  
Street Address  
City, State, Zip Code  
Telephone Number/Email Address

## **OBJECTIVE**

Tells the reader why you are submitting your resume and should be the focal point. Focus on the employer's needs for the position and NOT what you want from the position.

Include: The position you want, your key skills that qualify you for the position and the benefits/value to the employer.

## **RELATED SKILLS**

List those skills that directly support your career objective. Use "ACCOMPLISHMENT STATEMENTS"

For example:

- List your **computer** skills in terms of hardware, software, and versions.
- List an example of when you have used written or oral **communication**
- List a time when you used **organization** skills

**WORK EXPERIENCE/VOLUNTEER EXPERIENCE** (or **RELATED EXPERIENCE**) (list most recent experience first)

**Title of Position**, Dates of Employment (period in years, use months for short-term positions)  
*Name of Employer*, City, State

- If your volunteer experience relates more to the job that you are applying for, place it before your paid employment (e.g. teaching practicum), or combine it into a section with your paid experience called **Related Experience**.
- Use ACTION VERBS in the past tense and use a different action verb for each statement. (Refer to the action verbs tip sheet for ideas)
- Try to put 3 - 4 specific points under each skill.
- DO NOT just list your "duties" or "responsibilities"
- ACCOMPLISHMENT STATEMENTS: ACTION VERB + WHAT YOU DID + RESULTS
- Ask yourself: what, where, how, who, and why!!

## **EDUCATION**

- List most recent education first and continue in reverse chronological order.
- Indicate school name, location, and year of graduation. If still enrolled in a program of study, outline expected date of graduation.
- Indicate any academic awards obtained and / or a high academic standing.
- Optional: Include a brief description / listing of courses and / or course work only if they are relevant to the position or field of interest.
- (Omit high school education if attending / attended post-secondary education.)

**PROFESSIONAL ASSOCIATIONS/CLUBS OR MEMBERSHIPS (Optional)**

- Only include current memberships and only if relevant to your objective
- Indicate your title (e.g. Executive, President, Member)
- Outline the year(s) you have been involved in the association.
- Use action verbs in the past tense, and relate the skills or knowledge you acquired or developed from membership involvement or any positions that you held.

**INTERESTS/EXTRA-CURRICULAR ACTIVITIES (Optional)**

Use this section as an opening to reveal something about yourself / your personality that relates to the job. Reveal what skill or strength your interest has developed that will allow you to make a strong contribution in this position.

**REFERENCES AVAILABLE ON REQUEST (Optional)**

Use this section as a heading only. Do not include references on your resume – bring along a reference list to the interview that you have prepared ahead of time.