Chronological Resume Guide

*****Typically resumes should be kept to one page, with some exceptions. If you do need to extend to a second page, to ensure your resume stays together at the employer's office, include a header with your last name and the number of total pages.

Image: Graphic of a Resume document Header

Includes the applicant's name in a large font

In a smaller font: Include the city, state of residence, the phone number, and the professional e-mail address of the applicant

Create your own - be creative but keep professional and SIMPLE. Your name should be a larger font.

Image: Graphic of the education section of a resume

Includes Institution name, city and state

Anticipated graduation date

Name of the degree (example: Bachelor's of Arts) with name of program (example: Engineering, Psychology)

Optionally, this can be followed by your GPA. Definitely include if explicitly asked for. All dates MOST recent to LEAST recent.

Image: Professional Experiences Section of Resume

Includes Job Company and Job Title

City and State of Job

Date began working to date ended working (indicate "present" if still presently working)

Include bullet points below of job responsibility descriptions. Begin with an action verb, followed by your responsibility description. Be specific.

**List your jobs history. Begin with MOST RECENT, order should follow to LEAST RECENT. GENERALLY, should be no more than 10 years of experience old. Follow with a description

of what you did in that job - include data (quantities), be as specific as possible in a SHORT phrase of what YOU specifically did. Make sure dates for the job are flush and aligned far right. Formatting should be consistent throughout your resume.

[Click Here For Examples of Action Verbs](#)

Image: Skills Section of a Resume

***List your skills. These should be tangible skills and abilities that you can perform, rather than general skills such as "leadership focused, good multitasker" – these will be displayed within your job bullet points, interview, and cover letter. Examples of tangible skills can be: Speaking a foreign language, software proficiency, web development languages, etc. State your level of proficiency followed be the skill.

Image: Trainings Section of a Resume

These can be certifications, licenses, or individual trainings you have completed.

List name of training and date completed

Image: Volunteer Experiences section of resume

****Typically include volunteer experiences where you've had a significant contribution of time. Include type of volunteer experience, brief description of work, and dates completed.

Image: Publications Section of resume

Include title of publication, name of publisher, and date published

Image: Awards and Honors section of Resume

Include type of honor or award, brief description, and date(s) completed

Image: Organization Memberships section of resume

Include Name of Organization, leadership title if relevant, date joined-present

*****Generally, include memberships that you hold presently, may be exceptions if you held leadership.

Image: Projects section of resume

Include Name of Project, brief description, date completed

Image: Conferences section of resume

Include Name of Conference, if presented at the conference include name of presentation, date(s) attended