BUILDING YOUR CHRONOLOGICAL RESUME

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Chronological resumes order information in descending chronological order (most recent to least recent).

I suggest making two resumes: a master resume and the resume you will turn in to potential employers. Start with your master resume, which lists everything that you've done and skills that you have regardless of whether or not it pertains to any specific career or job. Then, make a copy of your master resume and weed out the irrelevant information for the position you want to apply for. (If you decide to make a master resume, make it a chronological resume instead of a skills-based resume as it does not focus on any specific skillset.)

Having a master resume helps you to remember what education, experience, training, certifications, etc. you have. That way, when you apply for something new, you won't have to rack your brain for anything relevant you can put on it. It's all right in front of you!

MAIN COMPONENTS OF A CHRONOLOGICAL RESUME

Name and Contact Information

- Put your full name in a clear font where it is easy to see. Don't use a nickname. Most resumes have the individual's name at the very top of the page in a larger font than any other information.
    - If you have a common name or know of others with the same name as you, putting a middle name or middle initial can minimize confusion.
- Put at least two reliable and up-to-date means of contact potential employers can reach you at. These can be any combination of phone numbers (with the area code), email addresses, and mailing addresses.
- Do not put Facebook Messenger, Discord, or other social media/messaging apps as a way to contact you. This is unprofessional.
    - If you list an email as a contact, make sure it looks and sounds professional. Silly email addresses might give the wrong impression to potential employers. You can create a new email to give to employers.
    - Only use a school-given or work-given email when appropriate. School emails are appropriate on resumes for internships for a college degree, for example. Work emails are appropriate when applying for a promotion or another position within the same company. Double check all contact information for accuracy.

Job Objective (Optional on Chronological Resumes)

- If you put a job objective, this should be the first section after your name and contact information.
- This is where you put what type(s) of position(s) you would like to apply for. This isn't a necessary component, though. Most jobs also have you submit an application that asks what positions you are interested in.
- Answer the following questions in 1 to 3 sentences when writing a job objective for a skills resume:
    - **What sort of position, title, or area of specialization are you looking for?** This can be incredibly specific (supervisor of X department) or very vague (office work). If you go with vague, make sure you specify what tasks you'd like the job to cover like "Office work position that utilizes word processing and spreadsheets, organizational skills, and office management."
    - **What level of responsibility are you going for?** In other words, how high up is the position? Mid-level? Upper-level?
    - **What are your most important skills?** List 2 to 4 of the most important skills you have that are needed in the job you're applying for.
    - **What other aspects do you need for your job?** Do you want to work in a small business or large? Do you want to be able to help the community? Do you want the business to be result-oriented? Things of this nature.
- A job objective should be brief but cover all areas you want to be considered for. For example, if you want a job as an administrative assistant and are open to any jobs that can fall under or around that category, you can put "*Seeking position requiring excellent business management skills **in an office environment**. Position should require a variety of tasks, including office management, word processing, and spreadsheet and database program use.*"
    - This leaves you open to other similar jobs they might have available in an administrative office setting. Perhaps you aren't clear exactly what positions are open or would like to work in any of several office jobs available at the business. A Job Objective section lets employers know what you're looking for so they can place you accordingly.
- See attached Job Objective Worksheet for help creating your job objective.

These next components can be arranged anywhere on your resume (so long as they come after your name, contact information, and job objective). There's no set order! This is where you should lead with your strengths! A resume is where you showcase your skills and credentials. So if you have a stronger academic history than work history, put "Education and Training" before "Work Experience" or vice versa. Or, if your certifications and volunteer history match the job you're applying for better, place those sections first.

All these sections are technically optional, but it's good to include education and work experience if you have them. You can also combine sections if it makes sense, such as skills and certifications, awards and certifications, work history and volunteer history, etc.

Education and Training

- Training refers to any technical or vocational diploma that is not a certification.
- It's typical to format each education/training entry from most to least recent, meaning a master's degree received in 2013 would come before a bachelor's degree received in 2008. However, sometimes it's better to not use this format. *(See Skills Resume guidelines for cases when a skills-based resume is better)*
- Use the full name of any school or university added. Don't use initials.
- List the years you were in enrolled in the school with either a month-year format or a year format (**August 2013- May 2017** or **2013-2017**). You can provide a city and state location for the institutions, but this is not necessary.

Education
BACHELOR OF ARTS, MAJOR IN ENGLISH -
LITERARY STUDIES
NICHOLLS STATE UNIVERSITY | AUG 2017 - DEC 2021
GPA: 3.8

- Only provide your high school information if you 1.) have no college education, 2.) are currently enrolled in college, or 3.) are young enough to have been a high school student within the past 5 or so years.
- You can list a GPA if it is one in good standing (3.5 or above) and it's appropriate for the job (such as a position in education or research).
- Whether you want to list the institution name or degree/training title first is up to you. Do not put unfinished degrees **unless** you are currently enrolled and actively earning that degree. Don't call attention to dropping out of college. This can make the wrong impression.

Work Experience

- In most cases, you should format each work history entry with the job title you held, the business you worked at, the years you were employed in that position, and a brief overview of your job description with any special skills used while in the position.
  - **Emphasize the skills that directly relate to the position you're applying for!** Even if it's a job in a completely different field from your work history, skills and

tasks can correlate such as instances of leadership, proficiency in certain programs, technical skills, etc.

- o **Write on any accomplishments in these positions** with your job description OR in an "Accomplishments" section later.
- It's typical to format each work history entry from most to least recent, unless you choose to have your resume in a skills-based format rather than a chronological format.
- If you have extensive work history entries that are all somewhat related, only put the previous three positions in entries of their own. Any other work experience can be put into a category of "Prior to [Date]".
  - o If you have been working for ten or more years and choose to have each job in an entry of its own, you can drop the job descriptions from earlier jobs. It's the company name, job title, and dates of employment that are necessary.
- Military history can be placed in several possible sections on a resume. If it's the only work history you have, it's best to place it under a work experience section.
- If you have large gaps in your job history that can be filled with volunteer work, it might be better to intermingle your volunteer history with your work history. This is especially the case if your volunteer history was long term at businesses.
- You can disguise gaps not filled by volunteer work by only listing employment dates with years instead of months and years. The same can be done with gaps in education history.

New Business Name Job Position | DEC 2018 – Present	**New Business Name** Job Position | 2018 – Present
Old Business Name Job Position | APR 2013 - JAN 2018	**Old Business Name** Job Position | 2013 - 2018

(If you have large gaps in your job history that were **not** filled with any volunteer work, a skills-based format resume might be better for you. A gap would be six months or longer.)

Skills

- This is where you put various skills related to the position you're applying for. Skills can be using Word, Excel, and PowerPoint or more specialized things like safety trainings, various machine use of any kind, writing/editing, and more.
- How you want to format this section is up to you. You can use a bulleted list or a paragraph.
- If you were granted certifications for any skills, put those in a "Certifications" section.
- Don't just say you have good communication skills or a great work ethic here. Employers should be able to infer those traits from other places on your resume.

Volunteer History / Community Work and Organizations (Optional)

- **Volunteer History and Organizations can be placed in different categories or the same one!** Depending on what you have for these, you might want to separate your volunteer/community work history from your experience with organization memberships or keep them in one section. For example, if you have a history of general volunteer work and a membership to an organization heavily based on volunteer work, you might as well group them as one.
    - Group any organizational history NOT associated with volunteering in a separate Organizations section.
    - **Label your sections accordingly!** If you don't have volunteer history but are/were a member of a non-volunteer organization, put an Organizations section, not a Volunteer History section. If you have no organization memberships but have volunteer history, put a Volunteer History section, not an Organizations Section.
    - If you have both volunteer history and organization memberships, but only one entry for each, you can either lump the two sections together in a Volunteer History / Organizations section OR keep them to two separate sections.
- If you want, you can place volunteer history in with work experience. This is recommended if the volunteer work was ongoing at specific places or with specific volunteer organizations or if you have large gaps in employment that were filled with said volunteer work.
- If you have either volunteer history or an organization membership, but do not want to put it on your resume, you don't have to.

Certifications

You can put any certifications in your "Education" section instead of in a section of its own if you want, just separate certifications from degrees in a clear way. Format certifications in the same way you would education entries.

Certifications

PRESERVING THE PAST
State Library of Louisiana, September 2021
LEADING FROM WITHIN
State Library of Louisiana, August 2021
DIGITAL PRESERVATION
State Library of Louisiana, August 2021

Accomplishments / Awards

- Employee of the month, record breaking skills/tasks in previous positions, quick promotions, and other things of the like can be put in an Accomplishments section or put in Work History under the job they were gained at.

- Put any outside Recognition/Awards/What Have You not granted by an employer in a section separate from work experience. Choose whatever section name is most relevant to your entries.

Other (Optional, only used in some cases)

- This is a catch-all section that is hard to define. Most people do not use an "Other" section because they can categorize all their information into one of the above categories.
- Miscellaneous things go here. If you didn't put military experience with your work history, it could go here, for example. If you have any non-volunteer extra curriculars (like sports teams) which relate to a position you're applying for, you can place them here.

If you put any references, put this section at the bottom, in a side column, or on a separate page. References are not the most important part of a resume to many employers.

References

- References aren't always necessary on a resume, but it's a good idea to have them. You can also add "References available upon request." at the bottom of the page.
- It might be better to put a "References" section if you have no prior work experience.
- If you decide to put references, format it in an easy-to-read way and include the individual's name, job, relation to you, and at least one form of contact that is accurate and efficient.
- References **should not** be members of your immediate families (spouses, parents, or children). If you share a last name with a reference that you aren't related to, specify so with "no familial relationship" somewhere in the listing like shown below.

References

Reference's Name, title if necessary
Reference's Job Position
Reference's Place of Business
Reference's Phone Number
Reference's Email
No familial relation

References

Reference's Name, title if necessary
Reference's Job Position
Reference's Place of Business
Reference's Phone Number
Reference's Email
(No familial relation)

- Ask people before you put them as a reference and make sure they will say positive things about you if contacted.

JOB OBJECTIVE WORKSHEET

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1. **What sort of position, title, and area of specialization do you want?** Are you open to any other similar ones that might be open? Write the type of job you want the way you'd explain it to an employer.

   _____
   _____
   _____
   _____

2. **Define your bracket of responsibility (entry level to upper level).**

   _____

3. **Name 2-4 key skills or certifications that you have that are important to the job you are applying for.**

   _____
   _____
   _____
   _____

4. **What else is important to you for this job?** Is there anything else you want to include in your job objective? This could be any values that are particularly important to you for your career like helping others, having room to move up, or working in a result-oriented environment. It can also be the size of the business you want to work for like local, small, mid-six/medium, or large business/corporation.

   _____
   _____
   _____
   _____
   _____

   Now combine those answers in 1 to 3 sentences:

   _____
   _____
   _____
   _____

Maintenance Worker Resume Sample

1156 Illustrious Walk,
Aurora, IL 60572
(630) 204-5645
jocelyn.doe@gmail.com

Maintenance worker with over 8 years of experience handling light repairs, cleaning, and inventory management. Seeking to leverage a spotless work record and obtain the open position at Westmore Academy. Possess an Associate's Degree in Technology.

PROFESSIONAL EXPERIENCE

THE MARIN, CHICAGO, IL
Maintenance Worker, April 2012 – Present
- Maintained a 100% safety record since first day of employment five years ago
- Trained two new maintenance workers to perform repairs to lighting, heating, air conditioning units; keep equipment in working order
- Clean areas and dispose of garbage in accordance with the facility schedule
- Accept and transport daily deliveries of supplies, furniture, and other materials, and assist with inventory control
- Provide back-up response in emergencies, being available nights and weekends

TRACTION INC., NAPERVILLE, IL
Warehouse Custodian, September 2006 – March 2012
- Performed general labor to support operation requirements including sweeping, mopping, dusting, and maintaining the yard and building
- Processed trash removal and corrugated scraps with a compactor
- Operated a propane floor scrubber and other equipment
- Removed snow from grounds during the winter months

EDUCATION

MOREWOOD ACADEMY, Naperville, IL
Associate's Degree in Technology, September 2006
- Performed setup and breakdown at local charity events

ADDITIONAL SKILLS

- Expert with drain and pipe cleaning equipment, hammers, pipe and tube cutters, power saws, and pullers
- Familiar with computer basics, Microsoft Office Suite, and Windows 8
- Excellent communication skills; verbal and written
- Exceptional customer service

Lilibeth Andrada

Data Analyst

Motivated, teamwork-oriented, and responsible Data Analyst with significant experience in increasing comprehension of reports and presentations by the average professional. Highly educated, possessing a Bachelor's, a Master's, and professional certification in business analytics and statistics. Bilingual in English and Tagalog, with an intermediate understanding of Spanish.

✉ lilibeth@andrada.com 📱 627-513-5070 in linkedin.com/in/lilibethandrada ⌂ github.com/lilibethandrada

TECHNICAL (IT) SKILLS

Data Management	Database Design & Management, Data Quality Assessment, Data Analysis, Pattern & Trend Identification, Visualization of Data Insights
Computer Science	System Administration, Advanced Microsoft Excel Functions, Sharepoint, MySQL, Tableau, Python, Troubleshooting
Research	Data Science Research Methods, Data Mining, Survey Creation, Focus Groups

WORK EXPERIENCE

IT Business Operations Data Analyst
Dell Technologies

04/2014 – Present

- Converted data into actionable insights by predicting and modeling future outcomes.
- Utilized MS SQL, data warehousing programs, Tableau, and other dashboard/visualization toolsets for data intelligence and analysis.
- Successfully adhered to company data governance standards receiving the "Employee of the Year" for the last 2 years in a row.

Contact: John Doe – jd@dell.com

Market Research Analyst
Pearson & Associates

11/2010 – 03/2014

- Identified, analyzed, and executed new and potential products, services, markets, and advertising opportunities.
- Collected and analyzed data on established and prospective customers, competitors, and marketing channels and sources.
- Prepared reports that interpret consumer behavior, market opportunities and conditions, marketing results, trends, and investment levels.
- Utilized Google Analytics and Google Tag Manager and implemented new scripts that increased performance by 25%.

EDUCATION

MBA - Concentration in Business Analytics
University of Texas at Austin

08/2008 – 06/2010

Bachelor's in Statistical Science
Southern Methodist University

08/2005 – 06/2008

PROFESSIONAL CERTIFICATES

Certification of Professional Achievement in Data Sciences (2016)
Online course - Columbia University

EMC Proven Professional Data Scientist Associate (2014)
Dell EMC Education Services

JOHNATHON WATSON

SALES EXECUTIVE

CONTACT

jwatson@gmail.com

(123) - 456 - 7890

linkedin.com/in/jwatson

EDUCATION

BA, Marketing

University of Georgia

2008 - June 2012

SKILLS

Microsoft Office
Social Media Marketing
Facebook Ads
Content Marketing
SEO

INTERESTS

Traveling (planning a trip to Spain & Morocco in April!), Cooking (Currently Trying Blue Apron To Learn), Reading (Currently: Negotiate Like Your Life Depends On It), Georgia Bulldogs Football

SALES EXECUTIVE SUMMARY

- Prospect and close new business for $500M SaaS software corporation
- Exceeded expectations with 127% average quota attainment across 4 year sales tenure
- Won "Rising Star" award for most deals closed and largest deal closed for a first year salesperson at Hubspot

PROFESSIONAL EXPERIENCE

ACCOUNT EXECUTIVE

Hubspot / July 2017-November 2019

- Prospect and close new business for $500M SaaS software corporation
- Average 132% quota attainment over the past two years
- Manage a team of two Sales Development Representatives to prospect and qualify leads -- our pod has 2nd highest close rate at the company

ASSOCIATE ACCOUNT EXECUTIVE

SalesForce / August 2016-June 2017

- Prospected and qualified leads for Salesforce's Technology vertical
- Maintained average quota attainment of 106% across $60M book of business
- Spearheaded new onboarding and training process for new Sales Development Representatives
- Member of Salesforce Life team focused on company / team culture

SALES DEVELOPMENT EXECUTIVE

Taboola / April 2013-July 2019

- Prospected highly qualified leads via cold calling and cold email for Enterprise clients looking to advertise online
- Maintained highest lead-to-close ratio on my team, my leads turned into the most inked deals of anyone on the team
- Helped create process documentation for new SDR hires

ACCOUNT COORDINATOR

AdQuarium / May 2012-June 2013

- Developed and managed a variety of social media and paid ad campaigns for clients across verticals
- Helped manage a $5M book of business made up of 20 accounts
- Created monthly business update reports that my team presented to management

BASIC RESUME ETIQUETTE

No matter the content of your resume itself, these are simple things to keep in mind when writing your resume. Following these tips can be what makes your resume worth looking at.

1. Try to keep your resume to a single page. (References can go on a second sheet, though.)
2. Proofread! Read over your resume at least twice to make sure there are no spelling, grammar, formatting, or information issues. Handing in a resume riddled with errors makes the wrong impression. Proofreading includes making sure your name and contact information is correct!
3. Chose fonts and text colors that are easy to read. Stay away from cursive, calligraphy, and handwritten-style fonts offered by word processors. These fonts can be hard to read and come across as unprofessional. Go for a clear serif font instead.

   Here are some fonts that you **can** use on your resume:

   - Times New Roman
   - Calibri
   - Helvetica
   - Arial
   - Book Antiqua
   - Cambria
   - Garamond
   - Trebuchet MS
   - Baskerville Old Face
   - Century

   Use a font size in the range of 10-12.

4. Keep the format of your resume consistent and visually appealing. If one title is bold, make sure the rest of the titles are bold. Leaving white space and using bulleted lists are a good way to keep your resume looking organized and professional. Don't make your resume look busy and daunting to look at! Additionally, don't use garish colors or pictures on your resume unless you are applying for a creative-type job.
5. Don't include a portrait of yourself on your resume. The only time this is appropriate or necessary is for a handful of jobs that require specific appearances.
6. Watch your language! Don't use slang, swear words, or common grammar slips. The way we speak as Southerners is often not grammatically correct, and this is not how you want to speak in your resume. Additionally, using "I" and personal pronouns should be avoided. Fragment sentences are okay on a resume.
7. Any paragraphs you write on your resume should be between 3 and 4 sentences at most.
8. Tailor the resume you plan to hand into an employer to only show relevant information to the position you're applying for.
9. If you're sending a resume digitally, name the file with something identifying like FirstnameLastnameResume.
10. If you're applying to more than one position and your resume is tailored for each, make sure you give the correct resume to the correct place.