



Basic chronological resume format:

# Sample Chronological Resume

## YOUR FULL NAME

Your street address, city, state, zip code

Your telephone and/or cell phone number and email address

### OBJECTIVE

This statement informs and serves as a focal point from which potential employers review and analyze your resume. It should represent a specific job within a specific industry that you are interested in obtaining. Examples of an objective follow:

- *To obtain a position in graphic design requiring advanced Photoshop and illustration skills.*
- *A position in the field of art that uses a variety of mediums.*
- *To secure an internship with an emphasis in electrical engineering.*

### EDUCATION

Arkansas State University, Jonesboro, AR

Degree: Bachelor's Degree of Agricultural Science

*Example:* Anticipated Date of Graduation: May 2010

\*Know the type of degree you are receiving. Contact your advisor or the Registrar's Office to confirm your degree.

Minor(s):

Emphasis/Emphases:

Overall GPA: 3.0/4.0 -and/or- Major GPA: 3.25/4.00 \**Note: Your GPA is optional*

Honors/Awards/Certification(s): Optional and may be listed as a separate heading.

### RELATED

#### COURSEWORK

Optional and can be omitted from your resume if you need more space to list experiences.

### EXPERIENCE

This can include full, part-time or volunteer work. List your experience in the format you have chosen (If chronological, start with your most recent job and work backwards). Include:

- job title • employer's name • city and state • dates employed. When describing your duties and responsibilities, use short and precise statements that begin with an action verb and are in a verb tense that is relative to whether you are currently employed in the position or no longer employed in the position. Other headings used for your employment section include:
- VOLUNTEER EXPERIENCE • RELATED EXPERIENCE • WORK HISTORY
- INTERNSHIP EXPERIENCE • RESEARCH EXPERIENCE • MILITARY HISTORY

### COMPUTER SKILLS

Use this section to tell employers about your technical/computer skills:

- Software, Tools, and Utilities
- Operating Systems and Hardware
- Languages and Applications
- Web Development Tools
- Databases and Internet Applications
- Network and Client Server
- Technical Support Training, Seminars, or Certifications

### ACTIVITIES

Use this section to tell the employer other things about yourself that may help with your application including • leadership roles, • clubs you do or have belonged to.

Other headings for this section may include: • AWARDS • HONORS • INTERESTS

• LANGUAGE SKILLS • PUBLICATIONS • MEMBERSHIPS (or a combination of these)

### REFERENCES

Create a separate reference page with three (3) references (maximum of five (5)). If space allows, you can add your references at the bottom of your resume. If you have a two-page resume with available space at the bottom of your second page, you can either add your references to the second page or create a separate reference page.

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# Resume Format

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## Resume Length

- One (1) page, but never more than two (2) pages (a separate reference page is not considered part of the resume length).
- A two-page resume should only be used if you have extensive experience or qualifications relevant to the position for which you are applying.
- Be sure to list your “Name” and “Page 2” at the top of the second page of your resume; you may also choose to list your email address and/or a telephone/cell number.
- When developing a two-page resume, be sure to organize your content in a manner that places the information most likely to impress an employer on the first page.

## Type Size and Style

- Select a font size between 11 point and 14 point; absolutely no information crossed out or handwritten.
- Select a type style that is professional and easy to read. Avoid dense styles and styles with curlicues.

## Margins

1. Standard Rule of Thumb: set your margins at one inch (1") on all sides (top, bottom, left, right) to create a well-balanced design (minimum top, bottom, and side margins is .5”).
  2. Overly narrow margins can make your resume appear jumbled, and overly wide margins can project a perception of emptiness in your resume.
- ☛ Crunched for space? Decrease the top and bottom margins slightly, but avoid decreasing the side margins if possible. Side margins provide employers with space to make notes on your resume.

## Sentence Structure

"To the point," brief and informative is how sentences and/or bullet statements should be written.

Be sure that the grammatical structure of your sentences is correct and consistent:

- Past Tense: used when describing experiences you have already had or activities in which you have already participated.
  - Present Tense: used only to describe those activities you are involved in now, such as your current (or “Present”) job.
- ☛ **AVOID USING** the personal pronouns “I, me and my” in your resume; the employer already knows that the resume is about you. Plus, never begin a sentence with the word “I”.

## Word Choice

Begin your sentences with action verbs that describe exactly what you did, or are still doing, in your experiences and activities. \**See:* Action Verbs – To Enhance Your Resume, Pages 9 & 10.

## Paper Selection & Printing

- Use 25% Cotton Bond paper, 20-24 pound weight for best results.
- A laser printer should be used to print your resume with the watermark of the stationary right-side up and face forward.
- Paperclip your resume and other documents when mailing...DO NOT use staples. Fold together to mail or use a 10” x 12” envelope (or other appropriate size envelope).