Chronological Resume Outline

NAME
Street
City, State Zip Code
Telephone Number
E-mail Address

OBJECTIVE:
(optional)
- The objective should be a very concise and precise statement about the position you are seeking; you may include the type of firm where you would like to work.
- **Your objective is optional**. An objective **may eliminate you** from some positions, if it is too specific, which may be worthwhile examining.

EDUCATION:
- List most recent first; city and state of college attended should be noted, degree received or in-progress degree, graduation date, major field of study, minor, cumulative GPA (if 3.0 or greater) and major GPA (if higher than cumulative GPA).
- Study abroad information may also go in this section (or in separate "international" section).
- Could list relevant courses taken if it will benefit you

EXPERIENCE:
- Begin with most recent position first and work backwards.
- Include company name with city and state, position title, description of duties, skills used, accomplishments/results, and dates of employment.
- Use **action words** in position descriptions.
- Use past tense action words if describing a position held in the past.

ACHIEVEMENTS/
HONORS/AWARDS/
SCHOLARSHIPS:
- List name or title of achievement/honor/award/scholarship.
- If desired, list date achieved, and/or how award was won (i.e. academic performance or commitment to community service).

ACTIVITIES/
LEADERSHIP/
COMMUNITY
SERVICE:
- List organization and position/office held.
- If desired, use bullet points to highlight key activities and accomplishments.
- If desired, use dates to note <u>when</u> you were involved in a particular activity.

COMPUTER
SKILLS:
- List software and hardware used and other relevant computer skills.

SPECIAL SKILLS:
- Language fluency or other special abilities (you can label this section "Language Skills" if that is the only skill you list here).

INTERNATIONAL
EXPEREINCE:
- Study abroad, living abroad, or language fluency.

CERTIFICATIONS/
LICENSES:
- List if applicable – i.e. financial planning or real estate licensure