

Chronological Resume Format

Name
Home Address
Home and Work Telephone, email Address

Summary (or Profile of Qualifications)

(1) This is a three to six line positioning statement through which the reader can quickly get an idea of your areas of expertise and the strengths, interests and personality traits you bring to the party.

Experience (or Career History)

Most Recent Employer, Town and State 20--to Present

(2) Brief description of what organization does, where and possibly what size in terms of revenues, locations and number of employees.

Title of Your Most Recent Position 19-- to 20--

(3) A one to three line description of the scope of your responsibilities to including the numbers of people you managed, size of budget, and functional areas including P&L etc.

(4) Two to five brief bullet-pointed accomplishment statements which tell what the problem was, what your action was and what the result was.

- Accomplishment # 1
- Accomplishment # 2
- Accomplishment # 3
- Accomplishment # 4
- Accomplishment # 5

Title of Your Next Most Recent Position 19-- to 19—

(3) A one to three line description of the scope of your responsibilities to including the numbers of people you managed, size of budget, and functional areas including P&L etc.

(4) Two to five brief bullet-pointed accomplishment statements which tell what the problem was, what your action was and what the result was.

- Accomplishment # 1
- Accomplishment # 2
- Accomplishment # 3
- Accomplishment # 4
- Accomplishment # 5

Etc.

Continue to next employer, job titles and accomplishments until career history is complete. Do not use accomplishments for jobs older than 10 - 12 years old.

Business Affiliations

(5) List here any significant "outside" organizations to which you belong. Identify any office you hold / held and during what period of time. This would include industry associations, company alliances and boards of directors.

Military Service

(6) Identify only if significant and relatable to the work you are seeking.

Education

(7) Include degree, major, name of college / university and year graduated, even though you may want to hide your age. If age is a factor in a given situation, you might as well find out up front. Be sure to list highest degree attained first. If you are seriously working for a higher degree, include this information. Include any significant academic or extra-curricular accomplishments like team captain, fraternity president etc., but not too much detail. Also include, being very selective, any kind of business oriented training, academic/certificate courses you have taken including institution, location and dates.

Technical Competencies

(8) Include here any computer hardware / software, Internet use or other specialized technically oriented knowledge you have including language fluency, This information should be appropriate to the scope of the work you are seeking.

Personal

(9) This is your personal signature which rounds out the picture of you as a person with some key highlights of your non-business interests and activities. This information can strike a common thread for greater rapport, particularly with people you do not know. The areas to consider would be volunteer involvement, sports and hobby interests, and community service. It is not appropriate to include your age, weight and height. Sometimes marital status and number and ages of children can help you clarify your situation.