

# Resume Format

The example below shows the structure for a chronological resume, with a sample using this format on the following page. You should try to keep your resume from 1-3 pages long and follow the suggested structure below.

## Order of a Chronological Resume

Contact Info	Name, address, home phone number, cell phone number, e-mail address, home address
Job Objective	An optional resume feature. Usually between 2-4 lines and used for new college graduates and those making a career change. <b>It explains the type of work you want to do.</b>
Qualifications	Highlights achievements and professional growth. This section works like a summary of your resume to grab the employer's attention and note your qualifications. This section can be labeled "Professional Profile", "Key Skills", "Qualifications", etc.
Work History	Label the work history section "Experience", "Professional Experience", "Work History", or "Employment Experience". Experience includes more than your past work experience. Also include school projects that highlight skills and abilities. Start with the most current experience and list accomplishments in a <b>bulleted format</b> . Be sure to include activities/accomplishments that relate to the current position you are applying for.
Education	For recent graduates, the education category should appear next. However, if you have recent full-time work history, this section should follow the work history entry. Include the school(s) you attended, list majors/minors, degrees earned
Awards/Certificates	List any awards, recognitions, certificates, etc. that are applicable to the job or demonstrate skills necessary to get the job done and highlight why you're the best candidate for the job.
Skills	Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.
References	The references signal the end of your resume. Include a statement that tells the employer references are available upon request. Don't list names of references on your resume unless an employer specifically requests such.

The following page contains a

**Sample Chronological Resume Format**

## ROGER RAMJET

122 E. 59th Street, Yorktown, CA 92999

Tel 619/425-5555

Cell 405/929-5555

E-Mail RogrRam92999@yahoo.com

Web site <http://www.RogerRam.com>

### OBJECTIVE

Marketing Division Manager where my experience and recruiting ability can be effectively utilized for increased profitability.

### SUMMARY OF QUALIFICATIONS

- \* More than 15 years Sales Management experience
- \* Expert internet advertising banner ads, E-mail, search engines, blogs
- \* Fluent in Spanish and Russian, can understand Chinese
- \* Proficient Windows Platform 98, 2000, XP, MS Word, PowerPoint, Excel, PageMaker
- \* Proficient Macintosh Platform OS, MS Word, PowerPoint, Excel, Quark
- \* Published author 20 magazine articles and 3 books. See Web site for complete list

### PROFESSIONAL EXPERIENCE

Sales and Marketing Manager 1998 to present  
California WhamJets  
Yorktown, CA

- Successfully developed niche in emerging Chinese market for WhamJet Widgets.
- Recruited and built dynamic 35-member sales and marketing team.
- Sales increased from \$1.5 million to \$25 million.
- Write quarterly and yearly forecasts.
- Present reports to Board of Directors and annual Stockholders meeting.
- Oversee online marketing operations.
- Developed and implemented time-saving techniques that reduced manufacturing time of WhamJet Widgets by 22%.
- Hands-on approach to product manufacturing. Interface with IT team.

Assistant Sales Manager 1985 - 1998  
WIKI Widgets  
Los Angeles, CA

- Managed activities of 22-member sales and customer service team.
- Online advertising campaigns won three successive *Look At Me* awards.
- Sales volume increased from \$1.5 million to \$7 million.
- Created award-winning sales manuals now used company-wide.
- Recruited. Maintained turnover below 15%. Lowest in the company.

## ROGER RAMJET

Page 2

Department Manager  
Frisbee Electronics  
Los Angeles, CA

1990 - 1998

- Directed activities of 12-member sales team.
- Department turnover rate lowest in company.
- Successfully implemented sales incentive programs that boosted sales volume by 19%.
- Developed customer service program that reduced complaints by 22% and increased positive perception of company by 33%.
- Twice awarded Manager of the Year.

### EDUCATION

Bachelor of Science, University of California, Riverside, Riverside, CA. Honors.

Masters of Management, Claremont Graduate School, Claremont, CA. Cum laude

### AWARDS

Recognized as Salesperson of the Year 2000 & 2001

### REFERENCES

Available upon request

## How to Handle Gaps

---

The nature of a chronological resume makes substantial employment gaps stand out. Common reasons for these gaps include unemployment, maternity leave, and travel. If you choose to use this format, these gaps should be justified using a one-line explanation such as:

Personal Project 1996 - 1997  
Explored self-employment opportunity in computer sales and service.

### Dos and Don'ts

- Don't offer more information than necessary.
- Use discretion.
- Choose every word to keep your resume focused.
- If the gap draws negative attention consider using a [functional resume format](#).

## Placement of Military Service

---

How long you served in the military will influence how it is presented on your resume. If you served for a substantial amount of time, your military service should be included as part of your work history. If your time in the service has little relevance to the employment opportunity you're applying for or was some time ago, state it briefly under a separate heading for "Military Service."

California National Guard 2003 - 2004  
Active Duty, Iraq  
1965th Supply Squadron Commander  
Rank Captain

Coordinated and filled supply needs for front line personnel, including transport of food, water, medical and munitions in a timely fashion.

## Sample Chronological Resume Advantages

---

The format of the sample chronological resume is more acceptable to employers because it is easy to scan for skills and accomplishments. The layout allows for quick scanning of key points and highlighted accomplishments. It offers a condensed overview of your career progression, as well as your current position which is what an employer is most interested in. Names of companies you have worked for are prominent and the timeline is built-in.

Note that there is still more space available for additional descriptions if you'd like to add affiliations and other information. As you read the copy, notice the telegraphed style and smooth flow. Emulate it as best you can. Keep it to one page. Use white space. The Summary of [Qualifications](#) allows Rogers's key attributes to be seen at a glance. Even if the resume only gets a five-second glance, those points could be the key that prompts a more careful look.