

SAMPLE: CHRONOLOGICAL RESUME

Name
Address
Cell (916) Telephone Number
Home (916) Telephone Number
E-Mail Address (Optional)

OBJECTIVE Seeking a position in a Human Resources office which will utilize my knowledge, skills and experience in classification and pay and labor relations.

EDUCATION **University of Northern Iowa, Cedar Falls, IA**
Bachelor of Arts in Human Services
Year Degree Earned

Other University, City, ST
Associate of Arts in English
Year Degree Earned

EXPERIENCE **Agency/Company Name** **City, State**
Position Title Start-End Dates
Describe your job responsibilities/duties. Be concise; remove all unnecessary words and phrases. Include the specific results of your actions or decisions. If you are still working at this job, use present tense. If you are no longer working at this job, use past tense.

Agency/Company Name **City, State**
Position Title Start-End Dates
In the same manner as above, describe your next job responsibilities/duties. If you are no longer working at this job, use past tense.

Agency/Company Name **City, State**
Position Title Start-End Dates
In the same manner as above, describe your next most recent job responsibilities/duties. If you are no longer working at this job, use past tense.

CERTIFICATIONS

- Human Resources Options Date Earned
- Personnel Management Certificate Date Earned

SPECIAL SKILLS**Computer Skills**

- List applications and operating systems you can use

Other Skills

- List other job related skills you would like to highlight

REFERENCES

Please see attached