



Chronological Resume • Template

[Your Name]

[Street Address, City, State, ZIP Code]

[Phone number], [Email]

Objective

[Describe your career goals or ideal job.]

Experience

[Start Date to End Date
of Employment]

[Company name]

[City, State]

[Job title]

- [Job responsibility/achievement]

- [Job responsibility/achievement]

- [Job responsibility/achievement]

[Start Date to End Date
of Employment]

[Company name]

[City, State]

[Job title]

- [Job responsibility/achievement]

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- [Job responsibility/achievement]

[Start Date to End Date
of Employment]

[Company name]

[City, State]

[Job title]

- [Job responsibility/achievement]

- [Job responsibility/achievement]

- [Job responsibility/achievement]

Education

[Start Date to End Date
of Attendance]

[University/College name] - [City, State]

[Degree / Diploma / Certificate Obtained]

[Grade / Percentage / Marks Obtained]

- [Special award / Accomplishment or Degree Minor]

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[Start Date to End Date
of Attendance]

[University/College name] - [City, State]

[Degree / Diploma / Certificate Obtained]

[Grade / Percentage / Marks Obtained]

- [Special award / Accomplishment or Degree Minor]

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NOTE: The brackets [] and the text between them are to be replaced with your information. For example, where it says **[Job title]**, you might put **General Manager** or **Teacher**.



Chronological Resume • Example *page 2*

Jane Smith

101 Everyday Street, Townsville, State 12345
987.654.3210, jsmith@company.com

Objective

Strong problem-solver and analytical thinker seeks administrative position to improve the workflow and processes in an office setting through the application of two years of administrative experience and excellent communication skills.

Experience

February 2018-current

River Tech

Townsville, State

Administrative Assistant

- Provide ongoing administrative support to senior executives.
- Manage executive calendars, strategically coordinating meetings.
- Drive organizational success through the management of daily operations.

June 2016-February 2018

Cloud Clearwater

Cityston, State

Administrative Assistant

- Greeted and proactively assisted visitors in a timely manner.
- Guaranteed prompt delivery of incoming mail to appropriate recipients.
- Streamlined processes to effectively track, order, and maintain inventory.

November 2015-June 2016

Cloud Clearwater

Cityston, State

Assistant

- Accurately verified and processed 50+ new client applications weekly.
- Incorporated a policy welcoming new interns, increasing satisfaction 60%.
- Maintained strict confidentiality of all applicant information.

Education

September 2015-May 2017

Art College - College Town, State

Master's Degree in Business Design

Grade point average: 3.75

- Gold Portfolio Award 2016
- Honor roll 2015, 2016

September 2011-May 2015

Cityston University - Cityston, State

Bachelor's Degree in Business Administration

Grade point average: 3.8

- Graduated Alpha Beta
- Scholastic honor roll 2012, 2014, 2015