

Chronological Resume Format

The chronological resume is a presentation of information arranged in chronological order, with the most important information presented first. Emphasis is placed on employment history.

This resume presents information in a chronological order, with the most recent information presented first. Emphasis is placed on job history.

The chronological format resume is probably the most popular type of resume. The chronological resume is generally the easiest to prepare and evaluate, particularly if the reviewer is interested in quickly evaluating work experience. However, this resume format may not be the best for a graduate with limited experience.

A chronological resume is advantageous when:

Your recent employers and/or job titles are impressive

You are staying in the same career field

Your job history shows progress

You are working in a field where traditional job search methods

A chronological resume is not advantageous when:

You are changing careers

You have changed employers frequently

You want to de-emphasize age

You have been absent from the job market

Scroll to see an example...

Suzy Q. Student
115 River Street
Chattanooga, TN 37403
(423) 283-1234
suzyq-student@utc.edu

Objective

Paralegal position with opportunity to conduct title searches and other research.

Education

B.S. in Legal Assistant Studies • University of Tennessee at Chattanooga • May 2009
3.56 GPA • Dean' List • Member, Phi Theta Kappa Academic Honor Society

Key Skills

Title Searches • Legal Research and Writing • Interviews and interrogation • Civil Procedures and Litigation • Investigation and Trial Preparation • Online Research • Microsoft Word, Access and Excel • Public Relations/Customer Service

Related Work Experience

Paralegal Intern • J Law, Title Attorney • Chattanooga, TN • August 2008 - May 2009

- Conducted title searches in Register of Deeds office.
- Researched judgments, special proceedings, and probate.
- Performed online searches using Nexus/Lexus software.

Other Work Experience

Library Aide • Chattanooga/Hamilton County Library • Chattanooga, TN • May 2008 - present

- Assist patrons in selecting and checking out books and other materials.
- Helped launch CD-ROM lending program.

Customer Service Supervisor • Target • Chattanooga, TN • June 2007 - May 2008

- Supervised up to six cashiers, ensuring proper cash handling at registers and performance of required customer-service duties.
- Set up cashiers with initial money drawers, totaling \$100 each.
- Processed approximately 30 customer refunds per day, totaling more than \$1,000.
- Approved customer checks.

Professional Honors and Activities

Madeline Gerard Humes Essay Award • Joliet Junior College • May 2008
Won top prize in English II contest for essay on preparing for a trial.

Student Writing Coach • Allen Writing Center, Joliet Junior College • Fall 2007
Assisted students in English I courses in essay-writing exercises.

Volunteer "Big Sister" • Joliet Area Big Brothers and Sisters • May 2006 - 2007