

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.

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: **Bachelor of Science in Legal Assistant Studies**

The University of Tennessee at Chattanooga

Graduation Date: May 2009

GPA: 3.56

Key Skills:

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

Related

Experience: **Paralegal Intern**

J Law, Title Attorney

August 2008 – May 2009

Chattanooga, TN

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

Other

Experience: **Library Aide**

Chattanooga/Hamilton County Library

May 2008 – Present

Chattanooga, TN

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

Customer Service Supervisor

Target

June 2007 – May 2008

Chattanooga, TN

- 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

Honors and

Awards:

- **Dean' List**, 2006 - 2008
- **Phi Theta Kappa Academic Honor Society**, 2007 – Present
- **Madeline Gerard Humes Essay Award**, *Joliet Junior College*, May 2008
 - Won top prize in English II contest for essay on preparing for a trial

Activities:

- **Student Writing Coach**, *Allen Writing Center*, Joliet Junior College, Fall 2007
- **Volunteer "Big Sister"**, *Joliet Area Big Brothers and Sisters*, May 2006 - 2007