



Our business is helping people

SAMPLE CHRONOLOGICAL / HISTORICAL RESUME

NAME

Address
Phone Number
Cell Number
Email Address

SUMMARY OF QUALIFICATIONS / PROFILE

- List all software programs you've used. Be specific with which ones you have experience with in a work setting – if you're an expert, say so. (Word, Excel, Publisher, Outlook, Power Point, Access, Photo Editor, etc., Quick Books, AMS, ADP, etc.) *Microsoft applications are always capitalized.
- List all the office equipment you've used: multi-line phones (how many lines), copiers, facsimile, scanners, postage meters, etc. List your typing speed, whether you know 10 key by sight or touch.
- List your “strengths”; multi-tasker, team player, etc.
- Community Involvement, Volunteer Work

PROFESSIONAL EXPERIENCE / WORK HISTORY

POSITION HELD / TITLE

***Most recent employment first
Dates (Mo/Yr - Mo/Yr)**

Company Name, City, State

- At least
- 3 bulleted
- duties, responsibilities, and/or accomplishments, equipment/software used.

POSITION HELD / TITLE

Dates (Mo/Yr - Mo/Yr)

Company Name, City, State

- At least
- 3 bulleted
- duties, responsibilities, and/or special accomplishments, equipment/software used.

POSITION HELD / TITLE

Dates (Mo/Yr - Mo/Yr)

Company Name, City, State

- At least
- 3 bulleted
- duties, responsibilities, and/or special accomplishments, equipment/software used.

*Unless you have extensive experience in another field other than those listed above, you should only list the last 10 years of employment. Try and keep your resume to one page. If your education is a substantial part of your qualifications, please list it first.

EDUCATION

COLLEGE OR HIGH SCHOOL NAME

CITY, STATE

College Degree, Date of graduation
Major/Minors (Optional)
Honors, GPA if over 3.0, Awards, Associations (Optional)
Licenses, Certifications, etc. (if applicable)

REFERENCES AVAILABLE UPON REQUEST

*References should be listed on separate page (professional references only – we will not contact personal references).