

## Chronological Resume—Formatting Example

### Your Name Here

9876 Home Street  
Any City, State 12345  
(123) 345-6789  
email@email.com

**Objective** The type of position you are seeking, the type of organization you are seeking it in and the skills you want to use on the job.

**Education** *Bachelor of Arts* Expected, Month Year  
**Concordia University**, St. Paul, MN  
**Major:**  
**Minor:**  
**GPA:**

### Experience

(Below are *two different* formatting examples. The formatting of your “Experience” section should match the formatting in your “Education” section.)

*Position Title* Date-Date  
**ABC Company**, City, State

- Begin each bullet statements with an action verb.
- Emphasize the skills that you developed not only the tasks that you preformed.
- Remember that you *never use* I, me, or my on your resume—they are assumed.
- When formatting your experience think about which is more important, your position title or the company you worked for.

**Position Title** Date-Date  
*Company Name*, City, State

Another type of format is to type a paragraph of information describing your skills. This format, while still used, is not as popular as bulleted statements.

### Skills

- Indicate any computer skills, especially those related to your major or career field. Be sure to include your level of expertise. Mention that you attend a laptop university.
- Enter any language skills or other skills that would be useful to your major or career that are not mentioned elsewhere on your resume.

### Honors

- Add any honors, awards or scholarships indicating dates when you received them.
- When including “Dean’s List” be sure to indicate the semesters this honor was achieved.

### Activities

- Include any student organizations/athletics that you have been involved in, the dates of your involvement, and any membership/leadership roles you have held.

### References

Available upon request. (It is no longer necessary to include this section on your resume.)



### Career Services

LU 110

<http://web.csp.edu/careerservices/>