

## CHRONOLOGICAL RESUME

### Name

Address (Optional)

Telephone

E-mail

**LinkedIn Address**

### Professional Summary

Three or four sentences summarizing your career achievements, skills, foreign language fluency, and the type of position you are seeking; i.e., manager in MIS Department, a position in sales, etc.

OR

### Career Focus

Use a Career Focus when **re-entering workforce after a long absence or starting a new career**. State what type of work you are looking for; i.e., entry-level typist, warehouse, etc., transferable skills, and foreign language fluency.

### Work Experience

**Last Company, City, State**

Dates

**Job Title**

- Most significant accomplishments or list of duties

•

**\* Several positions with one company should be listed by title with their respective years.**

**Next Previous Employer, City, State**

Dates

**Job Title**

- Most significant accomplishments or list of duties

•

**Education** (if beyond high school)

**Name of College or University, City, State**

**No dates**

**Degree Attained or Courses Completed**

**Skills**

**Professional Development**

**Professional Associations**

**Military Service** (if applicable)

**Community Service or Volunteer Activities**

**Joan R. Davis**  
**Anywhere, Illinois 60137**  
**(630) 555-5444**  
**jdavis\_jrd@hotmail.com**  
**LinkedIn.com**

## **PROFESSIONAL SUMMARY**

Diligent and detailed Administrative professional with extensive experience in diversified administrative roles which include office management and assignments as administrative assistant to senior-level officers. Highly skilled professional with emphasis on team orientation. Demonstrated detail skills with ability to communicate with all levels of employees.

### **Computer Skills**

Proficiency in Microsoft Office MS Word, Excel, PowerPoint, Access, Outlook

### **Work Experience**

Portland Brothers, Inc., Downers Grove, Illinois

XX/20XX-XX/20XX

#### **Administrative Assistant**

- Performed complex administrative responsibilities for vice president of operations department.
- Coordinated product seminar for six divisions involving more than 200 sales personnel.
- Handled diversified travel arrangements for senior-level officers.
- Organized and prioritized high volume workload to ensure smooth running of operation.
- Supervised staff of three clerical personnel.

James Advertising Company, Glen Ellyn, Illinois

XX/20XX-XX/20XX

#### **Office Manager**

XX/20XX-XX/20XX

- Performed all payroll functions for company of 42 employees.
- Coordinated records and benefits insurance and pension plans.
- Prepared summaries of weekly product review meetings for executives.

#### **Secretary**

XX/20XX-XX/20XX

- Prepared documents and correspondence for senior level management.
- Managed itineraries for staff and management.
- Prepared press release and materials for presentations.

### **Education**

College of DuPage, Glen Ellyn, Illinois  
Associate in Applied Science

**HYBRID FORMAT\***

**Name**  
Telephone  
E-mail Address  
Linkedin URL

**Professional / Executive Summary / Summary of Qualifications**

Brief Statement detailing position applying for, areas of expertise, skills, and benefit to company.

Number of years in area of target position (optional)

- Accomplishments relevant to position (List Company)
- Accomplishments relevant to position (List Company)

**OR**

- **Key Skill:** Accomplishment using skills (List Company)
- **Key Skill:** Accomplishment using skills (List Company)

**Skills / Core Competencies** (Technical Skills; Administrative Skills; Management)

**Certifications / Licenses**

**Professional Development**

**Work Experience**

**Employer, Location**

####-####

**Job Title, Top Proficiencies Used**

**Top Skill:** (Pertinent to position)

- Accomplishments (\$, %, #) made while in this position
- Several achievements from position, pertinent to this skill and the position

**Another Skill:** (Pertinent to position)

- Several achievements pertinent to this skill and the objective

**Employer, Location**

####-####

**Job Title, (for IT professionals)**

**Environment:** (List Hardware, Software, Operating Systems used)

- Show Accomplishment using technical skills/processes.

**Volunteer / Community Activities**

**Organization**

- Position Held and skills used relevant to position

**Education**

**James Kirk**  
**(630) 123-4567**  
[JimKirk@yahoo.com](mailto:JimKirk@yahoo.com)  
[www.linkedin.com/in/jimkirk](http://www.linkedin.com/in/jimkirk)

**Professional / Executive Summary / Summary of Qualifications**

Brief Statement detailing position applying for, areas of expertise, skills, and benefit to company.

- Accomplishments relevant to position (List Company)
- Saved \$500,000 annually by creating process of “family of parts” through consistent drawing and machining of parts. Additional result negligible scrap, eliminated set-up times, and increased through put. (XYZ Company)

**OR**

- **Key Skill:** Accomplishment using skills (List Company)
- **Process Automation:** Saved \$500,000 annually by creating process of “family of parts” through consistent drawing and machining of parts. Additional result negligible scrap, eliminated set-up times, and increased through put. (XYZ Company)

**Core Competencies (Examples):**

**Skills - Administrative:**

- Microsoft Office 2013, 2010, 2007; MS Word, Access, Excel, PowerPoint, Outlook, Peachtree

**Skills - Technical**

- Languages: C, C++, Assembly, RTOS, Wireless, Embedded, DSP, DSP Assembly, HTML, XML, Pascal, MATLAB, Visual Basic, Java C#
- Databases: SQL Server, MS Access, Oracle
- Platforms: DSP
- Operating Systems: UNIX, Solaris, Linux Windows NT, 2000
- Software: PowerBuilder, Unix Shell, Perl, OLTP, Artificial Intelligence Software, Documentum, ATG Dynamo

**Work Experience**

**A.) If several Positions with same company:**

**ABC Company** Chicago, Illinois  
**Distribution Manager**

XX/20XX-XX/20XX  
XX/20XX-XX/20XX

**Warehouse Supervisor**

XX/20XX-XX/20XX

**Foreman**

XX/20XX-XX/20XX

**B.) If two different companies**

**ABC Company (formerly ....) Bensenville, Illinois**

XX/20XX-XX/20XX

**Distribution Manager**

**XYZ Inc. Chicago, Illinois**

XX/20XX-XX/20XX

**Warehouse Supervisor**

XX/20XX-XX/20XX

**Foreman**

XX/20XX-XX/20XX

**C.) If several different companies**

**ABC Company Bensenville, Illinois**

XX/20XX-XX/20XX

**Distribution Manager**

**XYZ Company Elk Grove Village, Illinois**

XX/20XX-XX/20XX

**Warehouse Supervisor**

**LMNOP INC. Bensenville, Illinois**

XX/20XX-XX/20XX

**Foreman**

**Education**

List **University or College** City, State

**Degree attained**

EXAMPLE:

**Roosevelt University** Chicago, Illinois

**Masters of Arts, Training and Development**

**UNIVERSITY OF Chicago** Chicago, Illinois

**Bachelors of Science, Political Science**

## FUNCTIONAL FORMAT\*

### Your Name

Address,  
City, State, Zip Code  
Telephone Number(s)  
E-mail address

### Job Title You Desire

More than (# years paid and unpaid) work experience, in target area, contributing to an (achievement/result high ranking in industry/top 5% of performance reviews). Add accomplishments, strengths, proficiencies, characteristics, education, and brief testimonial – anything that supports your target job title.

### Professional Skills

#### Top Skill (Pertinent to objective)

- An achievement illustrating this skill, and the location/employer of this skill\*
- A second achievement illustrating this skill, and the location/employer of this skill\*

#### Second Top Skill (Pertinent to objective)

- An achievement illustrating this skill, and the location/employer of this skill\*
- A second achievement illustrating this skill, and the location/employer of this skill\*

#### Third Top Skill (Pertinent to objective)

- An achievement illustrating this skill, and the location/employer of this skill\*
- A second achievement illustrating this skill, and the location/employer of this skill\*

#### Fourth Skill (Optional – must relate to objective)

- Detailed as above

#### Unique Area of Proficiency (Pertinent to objective)

- An achievement testifying to this proficiency, including the location/employer\*
- A list of equipment, processes, software, or terms you know that reflect your familiarity with this area of proficiency
- A list of training experiences that document your proficiency

### Employment History

<b>Job Title</b>	Employer, Location	<b>20## - Present</b>
<b>Job Title</b>	Employer, Location	<b>20## - 20##</b>
<b>Job Title</b>	Employer, Location	<b>20## - 20##</b>
<b>Job Title</b>	Employer, Location	<b>20## - 20##</b>

### Professional Training / Education

Degrees, credentials, clearances, licenses, classes, seminars, training

\*Omit the locations and employers if your work history is obviously lacking in lockstep upward mobility

## **Applicant Tracking System (ATS) Friendly Formatting.**

- Be careful of using resume templates, as many contain incompatible formatting. Recreate the layout of a template you like in a new document.
- Use standard fonts such as Arial (which is my favorite), Times New Roman, Verdana, or Calibri. 12 or 11 point is best.
- Do not use headers and footers – most ATSs can only read the information within the body of the document. If it can read the contents of the header or footer, it frequently dumps this information somewhere in the middle of your resume, which will not make any sense.

Many of the design elements used to make resumes look visually appealing are not compatible with Applicant Tracking Systems. Use a resume with clean, simple formatting for online applications and resumes you send via email.

***Do not use:*** symbols or special characters, tables, multiple columns, page borders, graphics, non-standard bullets, or text boxes

***Do not use advanced font formatting*** such as different character spacing or all small capitals.

Applicant Tracking Systems are programmed to recognize the standard resume sections. Use standard section headings like PROFESSIONAL EXPERIENCE and EDUCATION do not combine multiple sections. For example, do not combine your TRAINING or CERTIFICATION with EDUCATION.

If the ATS does not know how to categorize your data, it will be lost.

Save documents in the generic Microsoft Word .docx format. This is the standard that most Applicant Tracking Systems can read.

Unless the system specifically states that it can handle PDFs, do NOT use them. There are many different PDF-makers out there, and they operate differently. If the Applicant Tracking System does not have the Optical Character Recognition capability, it cannot read your resume. Your resume might as well be blank, and you just wasted your time applying for that job.

**Don't start your work experience with dates:** To ensure applicant tracking systems read and import your work experience properly, always **start it with your employer's name, followed by your title, followed by the dates you held that title.** (Each can run on its own line).