

Sample chronological résumé

Elizabeth Smith

Current Address

1016 Campus Drive, room 312
College Town, LS 41112
453-555-5555
Smith@LS.edu

Permanent Address

1510 Park Street
Hamlet, LS 41112
454-555-5555
Smith@somewhere.com

Horizontal lines help
define different sections

Objective

To obtain a position in public relations using my communication and promotional skills

Education

University of Large State

Bachelor of Arts, English, expected 2000
Minor: Business
G.P.A.: 3.5/4.0, English Honors Society

Students often list
education before
experience

Related Courses

Public Relations	The Language of Advertising
Marketing	Writing for Mass Media
Consumer Behavior	Writing for Business

Coursework relating to the
position applied for

Experience

Program Coordinator

Campus Activities Council, Large State University

- Initiated and organized the Campus Run for Charity
- Promoted event with fliers, e-mail, newspaper ads, and campus radio station announcements
- 1,000 students participated

98-present

Most recent job first

Show results

Campus Tour Guide

Office of Recruiting, Large State University

- Led weekly tours for prospective students and parents
- Answered questions and addressed concerns
- Wrote information sheet explaining campus-housing policy
- Selected to train new guides

97-98

Give approximate
dates of employment

Bullets
emphasize
accomplishments

Administrative Assistant

ABC Business, Harristown, Large State

- Drafted correspondence
- Used Microsoft Word and Excel to type and edit reports
- Complimented for accuracy and attention to detail

summers, 96 and 97

Separate section
for special skills

Foreign Language Skills

Fluent in Spanish

Statement
sometimes
omitted

References available on request