

[Sample Chronological Resume]

Jane Doe

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Objective

To learn more about the business world, from the inside, while working side-by-side with an experienced professional.

Education

Tallahassee Community College, Tallahassee, FL (Aug. 2020 to present)
Major: Associate in Arts, Business Administration
GPA: 3.60
Projected Graduation: Spring 2021

Broward Community College, Coconut Creek, FL (Aug. 2019 to May 2019)
Major: Associate in Arts, Business Administration
GPA: 3.70
Completed 24 credit hours

Skills

Proficient in Microsoft Office
Strong written and verbal communications

Work History

Tutor, Broward Community College, Coconut Creek, FL (2019)

- Assisted students in understanding and applying Algebra concepts
- Facilitated 5 review sessions before finals week
- Promoted tutoring center through college's social media page

Manager, Green Land Chile, Miami, FL (2018)

- Supervised a team of 3-14 workers
- Developed effective plans to meet deadlines
- Boosted sales by 50% following promotion to management

Volunteer Experience

- Registration volunteer for Relay for Life (2019).
- Assist residents with disabilities monthly at Westminster Oaks (2019 to present).
- Participate in Blue Jeans for Babies with March of Dimes (2019 to present).

Commented [TT1]: The first part of a resume should be the header. Use a professional email and make sure phone numbers are up-to-date. Note that the name is in a larger font and bolded to draw attention.

Commented [TT2]: Use a consistent style. The font style is easy to read, no smaller than 10 pt. font. Lines neatly divide the sections. Section headings are bolded. Margins are 1 inch in this example. They should be no smaller than half an inch. A resume should fit to one page.

Commented [TT3]: The objective is one sentence explaining the applicant's goals were they to be hired. This part of a resume is less common now. The job application site The Muse discusses [alternatives to the objective](#).

Commented [TT4]: Include only your most recent education. Some applicants may include relevant certifications, too.

Commented [TT5]: You can use bold font, parentheses, commas, indents, italics, bullet points, and line breaks to neatly list information.

Commented [TT6]: Your resume does not have to be in this order or include each section. There are a number of ways to order the contents. When listing skills, consider hard and soft skills. You can check out [indeed.com's website](#) for more on this.

Commented [TT7]: You do not need to list every job you've had for your resume. Talk about work history showing skills relevant to what you're applying for. List jobs using "reverse chronological order." That's from most to least recent.

Commented [TT8]: Use a variety of active verbs to describe responsibilities. There are a number of organized lists of active verbs which can be found online to help you with this, such as from [The Muse](#).

Commented [TT9]: Use numbers to show the measurability of any achievements and responsibilities.

Commented [TT10]: Don't forget to include any important achievements you may have had!

Commented [TT11]: Each volunteer role is limited to one bullet point but still includes important information.