

CHRONOLOGICAL RESUME

A chronological resume lists education, work experience, activities and other sections as needed. With each of these major sections, entries are listed in reverse chronological order and highlight job titles, dates, and places employed starting with the most recent. It is easy to follow and can reflect career growth.

Best to use when:

- Past experience is directly related to future goals
- Prior job titles or names of past employers are impressive
- Applying to more conservative or traditional employers (e.g. in engineering, sciences, etc.)

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OBJECTIVE: To obtain a professional position within human resources.

EDUCATION: University of Wisconsin- Green Bay, Green Bay, Wisconsin
Bachelor of Science Degree, May 20XX
Major in Psychology, Minor in Business Administration
GPA 3.4/4.0

Relevant Coursework: Organizational Behavior, Human Resource Management,
Counseling Across the Lifespan, Organizational Psychology

RELEVANT EXPERIENCE: Human Resources Intern, Summer 20XX
Children's Hospital of Wisconsin, Milwaukee, Wisconsin

- Screened applications and coordinated pre-screen interviews
- Observed interviewing process
- Called references to obtain work performance records on applicants
- Developed brochure outlining employee benefits and development programs

Administrative Assistant, August 20XX to May 20XX

Georgia Pacific, Green Bay, Wisconsin

- Assisted Director of Human Resources by arranging interview schedules
- Represented company at area job fairs

ACTIVITIES: Vice-President, 20XX to Present
Society for Human Resource Management – Student Chapter

- Organized guest speakers to present at meetings throughout the semester

Member, 20XX to 20XX

Psychology-Human Development Club

ADDITIONAL EXPERIENCE: Waitress, August 2004 to Present
Café Espresso, Green Bay, Wisconsin

REFERENCES: Available upon request