

Standard Chronological Resume Format

NAME

Street Address, Apt. #, City, State, Zip, Phone Number, Email Address

OBJECTIVE, SUMMARY or PROFILE

Be specific and avoid cliché statements that lack substance. Inform the reader of what industry, field, or position you are interested in. Indicate what you can offer the employer related to the position you are applying for; skills, experiences, or personal characteristics that support your job objective. Not what the employer can offer you or what you want out of the job.

EDUCATION

Bachelor of _____ (list your official WMU degree)
Western Michigan University
Major(s): _____, Minor(s): _____

Expected Graduation: Month Year
Kalamazoo, MI
Major GPA: ___/4.00, CGPA: ___/4.00

RELEVANT COURSEWORK or ACADEMIC PROJECTS

- **Course Name:** Brief summary of skills gained, projects completed, research conducted, results and outcomes of case study experiences, presentations delivered, etc. The employer is interested in what you gained from this course so avoid inserting the course description or number here.
- **Project Team:** Describe purpose of project, your role on the team, materials or methods used, outcomes, presentations, etc. Your teamwork and leadership skills can be highlighted here as well as content or consulting skills.

EXPERIENCE

Position Title
Company Name

Month Year – Month Year
City, State

- Using action verbs, describe the scope of your responsibility. Avoid using, ‘Responsibilities included....’
- Use verb phrases rather than full sentences; provide concise statements without unnecessary words.
- Identify what you did, why you did it, and how/how well you did it.
- Begin with an action followed by a purpose, or a problem resulting in action, concluding with the result, e.g., ‘Provided high level of customer service by thoroughly answering product questions, ensuring satisfaction and return business’ or ‘Contributed to organizational stability by generating over \$10,000 in new revenues.’
- Provide examples of skills developed or enhanced, e.g., ‘Gained valuable organizational skills by transforming a disorganized, inefficient filing system into an operation for easy retrieval and storage.’
- Provide quantitative information when possible: how many, how much, how often, etc. Quantitative information begins to create a picture for the reader .e.g., ‘Supervised _____ cashiers,’ ‘Managed a cash drawer of up to \$____,’
- Describe the work environment or atmosphere, e.g., ‘Excelled in fast-paced team-oriented work environment’ or ‘Worked independently to meet deadlines.’

Position Title
Company Name

Month Year – Month Year
City, State

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HONORS and ACTIVITIES

- Treasurer and Member, Student Organization 2013 – Present
- Intramural Athletics 2011 – Present
- WMU Dean’s List 2011 – 2013

A summary or profile, as well as an objective, can be used to catch the reader’s attention and give clarity to the kind of employment you are seeking.
An objective that is customized to the job and employer is recommended

Adding a Relevant Coursework or Academic Projects and Presentations section to your resume is a good way to highlight your skills and industry knowledge, especially when lacking related work experiences.

This is an optional section that can be replaced with relevant work experience or leadership experience.

This section is optional and alternative headings include the following: Academic Achievements, Awards, Computer Skills, Volunteer Activities, Organizations, Professional Memberships, Travel, etc. Be sure to include level of skill, type of involvement and/or dates of involvement.

One page is common although it varies by major and extent of experience. Print on resume paper.

- Recommended:**
- clear simple font style
 - font size 11-12
 - side margins 1 inch
 - top and bottom margins ½ to 1 inch

- Include:** Degree expected, graduation date, school name & location, major(s) & minor(s).
- Recommended:** GPA if 3.0 or higher. Omit all high school data.
- Optional:** Academic honors (e.g., Lee Honors College), study abroad, etc.

List jobs in reverse chronological order; most recent experience is first.

If currently employed, describe in present tense. If no longer employed in position, use past tense.

Section can be titled: Related Experience, Professional Experience, Work Experience, Internship Experience, Employment History, etc. In most cases, it is best to have 3-5 bullet points that describe each job.