

SAMPLE CHRONOLOGICAL RESUME
REGGIE REDBIRD

Email @ilstu.edu
Street Address
City, State Zip Code
Phone Number

Name - 14pt font or larger,
1" from the top and
bolded.

Contact info can be as
small as 10pt font.

INTERNSHIP OBJECTIVE

To obtain an internship as a fitness assistant in a health and fitness environment.

Other text should be size 11pt or
12 pt; bullet info could be 10pt to
save space.

EDUCATION

Headings can be in all upper case, bolded, flush left.

Illinois State University, Normal, IL
Bachelor of Science Degree
Major: **Exercise Science** Major GPA: 4.0/4.0

May 20XX
Cumulative GPA 3.4/4.0

Academic Honors

Dean's List 2 Semesters

Honors Program Fall 20XX-Spring 20XX

Related Academic Projects

Weight Reduction and Stress Management Project: (Describe project in one sentence, Identify the skill(s) used and the result in one or two sentences.)

Consider aligning dates to
give a uniform look.

Heartland Community College, Normal, IL
Associate of Science Degree

May 20XX

RELATED EXPERIENCE

Use your tab key to indent text as shown.

Fitness Volunteer

Fallview Fitness Center, Normal, IL

Spring 20XX

- Assisted supervisor with exercise fitness program operation (20 hours weekly)
- Led and instructed 27 aerobics participants and integrated exercise data

Practicum Experience

BroMenn Wellness Center, Normal, IL

Spring 20XX

- Coordinated and led group exercises; administered warm up and cool down exercises
- Assisted with fitness testing and recommended exercise plan
- Presented educational seminars on stress management

Consider using your word processing
system's bulleting function; circular
bullets recommended.

Strength and Conditioning Assistant

Youth Training Center, Bloomington, IL

Fall 20XX - Spring 20XX

- Developed conditional programs for youth ages 12-17
- Assisted conditioning coach with supervision of speed, endurance programs and recorded and maintained strength and conditioning data

WORK EXPERIENCE

Sales Representative

Read's Sporting Goods, Normal, IL

Spring 20XX -Present

- Train new employees in day-to-day operations
- Complete store opening and closing procedures
- Contribute to increased customer sales through extensive product knowledge
- Provide superior customer service to patrons

Times New Roman font is used in this sample.

CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

CPR and First Aid Certification, American Red Cross, Normal, IL
Leaders In Fitness Education (LIFE Club), Member

Fall 20XX-Present
Spring 20XX-Present