SAMPLE CHRONOLOGICAL RESUME FOR EXPERIENCED AND/OR ALUMNI CANDIDATES

NAME

Email address Street Address City/State/Zip Phone

Qualification Highlights

- 7+ years experience in Account/Project Management and Marketing' including products and services with international markets
- (Continue to include a few more over-arching qualifications that highlight the needs of the position, as well as your experience in that field)

Professional Experience

Job Title XYZ, Inc. City/State Duration

- Direct comprehensive marketing and advertising
- (Consider leading with an accomplishment or outcome. This can showcase what you did instead of just listing responsibilities.)
- (etc.)

Job Title XYZ Adverting Associates City/State Duration

- As above, consider leading with an accomplishment or outcome. This can showcase what you did instead of just listing responsibilities.)
- (etc.)

Job Title Name of Company City/State Duration

- As above, consider leading with an accomplishment or outcome. This can showcase what you did instead of just listing responsibilities.)
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Professional Development

- Consider including additional certifications, conferences, training etc., that are supportive of the position or field (Generally in reverse chronological order or in order of importance based on the position.)
- (etc.)

Education

Bachelor of Arts, Dual Major in International Business and Spanish
Any University Any town, IL May 1998
Dean's List- fall 1994 – spring 1998 consecutive semesters
Active in Economics International Association, Student Government.

Memberships/Service

(Include areas of involvement such as professional organizations, community service activities and perhaps other areas.)

Note: Verdana font is used throughout this resume sample. ISU Human Resources suggests limiting font choices to this, Arial or Times New Roman font in order for word documents to easily convert to pdf files.