

Chronological Resume Sample

**Use the same letterhead on your cover letter, resume, and reference page*

Roary Lion

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EDUCATION

Bachelor of Science
Missouri Southern State University

Anticipated Graduation: May 2019
Joplin, MO

Major:
Minor:
GPA: (only list if over 3.0 GPA otherwise delete)

RELATED COURSEWORK

- Add classes related to the position you are applying for
- Limit to 4-6 classes
- Enter a different class in each box
- Class Title without course number

RELATED EXPERIENCE

Title
Name of Employer August 2016-Present
City, ST

- Use 3-5 brief, bulleted pieces of information to describe your responsibilities and achievements
- Use action verbs to start each line and describe your experience
- Not all experiences must be included; select those with the most relevance for the position you are seeking
- It is important to highlight transferable skills. For example, a job in retail may indirectly contribute to your communication and marketing skills.

OTHER EXPERIENCE

Youth Baseball Instructor May 2011-August 2011
Joplin Family YMCA Joplin, MO

(Use this section to show work experience that may not be related to the position you are applying for. This is still important to show you have work experience in addition to internships, projects, or related work.)

HONORS AND MEMBERSHIPS

- Dean's Honor Roll, Five Semesters
- Student-National Education Association, President, 2011-Present
- MSSU Kappa Delta Pi, Treasurer, 2010
- Technology In Education (TIE), Member, 2010

VOLUNTEER EXPERIENCE

Volunteerism and Community Service is very important to employers, it is never too early to start volunteering. Employers like to see long term commitments more than listing many places you have volunteered with on a single basis.

- "Take a Child to the Game!" program, Volunteer, 2011-2015 or four years (choose one format and remain consistent)
- Habitat For Humanity, Volunteer, one year

This document serves as a reference and format guide.

It is important to change the content to make your resume unique to you.

**When applying for a position by e-mail or online, be sure to submit all documents as pdf files.*