

Chronological Resume Guidelines

FULL NAME

LinkedIn: linkedin.com/in/username

Phone: 111-222-3333

Website/digital portfolio: www.mywebsite.com

Email: youremail@gmail.com

Profile

Award-winning, conscientious finance major adept at determining timely solutions to challenging situations using superior communication skills.

*Helpful tips
about this
section:*

The standard "Objective" that always used to be included on resumes is outdated. The objective simply stated your desired position, which is little use to a potential employer. We recommend a Profile or Headliner instead, an example of which is shown above. It captures your main traits or experiences that best relate to the job you are applying for. It should be edited and updated for each different potential job.

Education

Bachelor's Degree in Finance, 2014

International Finance and Investments, GPA: 4.0

University of South Florida, Tampa, FL

Extensive coursework in mathematics, physics, and advanced mechanical engineering

University of Florida Gainesville, Gainesville, FL

Formatting tips:

- Font Size: 11pt or 12pt
- Font Style: Arial, Calibri
- Margins: 1.0
- No Underlines
- No Italics
- No Columns or Tables
- No Headers or Footers
- No Templates

*Helpful tips
about this
section:*

The position of this section can be moved around on a resume depending on its relevance. For a recent college graduate, or someone with advanced degrees in their field, it might be better to place this closer to the top of the resume. You should include the name of the institution, degree or certificate awarded, location, and date, or number of years in the role.

Awards and Recognition

Silver Service Award Winner, 2013

Distinguished for significant increase in client satisfaction scores.

Bronze Service Award Winner, 2012

Recognized for outstanding client service.

Helpful tips:

This section allows you to provide the potential employer with more information related to your prior success. These will serve as high points and will allow your special qualities to show that you are willing to go the extra mile.

Chronological Resume Guidelines (continued)

Professional Experience

The Olive Restaurant, FL

2011 – Present

Hospitality Coordinator

- Promoted from certified trainer to hospitality coordinator to provide all aspects of operational support to the senior management.
- Quickly analyze and troubleshoot stressful and challenging situations to ensure client satisfaction.
- Maintain exceptional food service to diverse clientele by following company guidelines and policies.
- Proven ability to multi-task: supervise servers, direct seating and table arrangements, present dishes with strict attention to detail and quality, and address client concerns with positive attitude and affable interpersonal skills.

Certified Trainer

- Promoted from bartender/server to certified trainer to train and motivate all new servers.
- Reviewed and recommended new servers for permanent positions.

Bartender/Server

- Accurately executed cash handling, including the closing time bookkeeping.
- Effectively tracked and monitored inventory, including drink-making machines.
- Self-managed a full service restaurant bar.
- Provided excellent dining experience by serving food and drinks to clients with courtesy and expertise.

*Helpful tips
about this
section:*

The experience section is the most important part of a chronological resume. Most of your accomplishments and duties in previous jobs will be listed here in chronological order. Be sure to focus on what sets you apart from other candidates, and include concrete examples of your effectiveness in each position held. This type of resume works best for those who have held jobs in one field with steady advancement and is looking to continue in this field.

Leadership and Activities

President, University of Florida Women's Rugby, 2013 – 2014

Member, University of Florida Women's Rugby, 2011 – 2014

*About this
section:*

This section gives you the opportunity to showcase any leadership roles you have had that may not have been in a typical workplace (school, clubs, organizations, etc.) It could also be combined with the Awards section if there is a need to save space.

Skills

Proficient in MS Office Suite.

*About this
section:*

This section does not need to be limited to just computer skills. You can list any relevant skills you might have (language skills, for example). The position of the section can also be moved around within the resume depending on relevance to the job you are applying for.