

Sample Chronological Resume

Table Format

Resumes by Vertex42.com

YOUR NAME

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OBJECTIVE	A [type or title of position] position in the [name of industry] industry where my expertise in [area 1] and [area 2] would be needed	
SUMMARY OF QUALIFICATIONS	<p>Senior Level Technical Manager with 15 years of management experience, a Masters degree in Mechanical Engineering, and 10 years as design engineer in the auto industry.</p> <ul style="list-style-type: none">• Consider listing qualifications using bullets• Especially skilled at [skill1], [skill2], [skill 3]...• Proven ability to ... A talent for ... Skilled in ... Extensive knowledge of ...• Expertise in [skill 1, skill 2, skill 3]	
EXPERIENCE	Company Name , Location	2005 to Present
	Position	
	<ul style="list-style-type: none">• Taught ...• Supervised ...• Increased sales by ...	
	Company/Organization , Location	2003 to 2005
	Position	
	<ul style="list-style-type: none">• Organized ...• Developed ...	
EDUCATION	Company/Organization , Location	2000 to 2003
	Position	
	<ul style="list-style-type: none">• Prepared ...• Conducted ...	
EDUCATION	M.S. Electrical Engineering , University Name, Location	May 2000
	Thesis: "Title", Advisor: Name	
EDUCATION	B.S. Electrical Engineering , University Name, Location	May 1998
	Minored in Mathematics	
	Major GPA: 3.6/4.0 Overall GPA: 3.2/4.0	
COMPUTER SKILLS	<ul style="list-style-type: none">• Java, Visual Basic, C++, PHP• MS Excel, Word, PowerPoint• MS Access, MySQL, Oracle• AutoCAD, SolidWorks• MATLAB, Mathematica• Windows, Linux, Mac OS	
LANGUAGES	<p>English: Native language</p> <p>Spanish: Intermediate Listener, Novice Speaker, Advanced Reading and Writing</p>	
ACTIVITIES AND INTERESTS	Scoutmaster (Eagle Scout), Amateur radio (N7ABC), Gardening, Mountain biking, Carpentry, Computers, Cycling, Hiking	
REFERENCES	Available upon request	