



Resume

CHRONOLOGICAL

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Chronological Resume

A chronological resume is a resume that prioritizes experience and achievements.



This type of resume lists jobs you have had in chronological (real time) order workford from most recent job to oldest job.

Who should use a Chronological Resume?

You should use a chronological resume if:

- You have several years experience in one career path
- You have no or minimal gaps between jobs
- You have worked with several employers in one industry or trade



Advantages

A chronological resume:

- Clearly shows what jobs you have had and how long you worked there. It shows stability.
- Gives you an advantage if you have worked in the same field for a while and are looking to stay in that field.



Disadvantages

- A chronological resume makes gaps in your work history stand out
- If you are applying for a job you have never worked in, you may not seem like a good fit.
- If you are trying to change careers, your absence of experience in the new field is evident.
- If you have never had a job, your lack of experience stands out.

Some General Resume Rules

- Only go back 10 years unless jobs are relevant to the job you are applying for
- Do not use words like 'I' or 'My' or 'Me'- the resume is about you, no need to waste space
- Always use past tense unless you are still working for that employer
- Use easy to read font no smaller than 12 pt.



Most Importantly

The *perfect resume*, no matter what type of resume, is <u>only</u> **ONE PAGE**.



Yes, even if you have 20 years of experience...



Writing a Chronological Resume

Sections – in order:

- Name and contact information
- Professional history
- Educational History
- Skills and abilities



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Where is the summary/objective? Most employers do not read them - save this space for more experience or skills.

workforce solutions

Name and Contact Info

You, **Best Candidate**, can have several different headings –



Just make sure yours is easy to read. WORKFORCE SOLUTIONS

Example Headings

#1

Best Candidate

Denison, TX – 903-463-9997 bestcandidate@email.com



#2

Best Candidate

903-463-9997

bestcandidate@email.com

Denison, TX



Professional History

This section should include all relevant work experience starting with current or most recent employer/job.

Use 3-5 bullets under each employer to list duties performed - each bullet should only be one line in length. You can use more or less bullets depending on the job relevance.

When listing dates, make sure to use this format: WORKFORCE SOLUTIONS MM/YY (ex. 05/20)

Example Professional History

Employer One

7/17 to Present

- Trained all new employees
- Managed up to 7 team members
- Performed end of night stock inventory

Employer Two

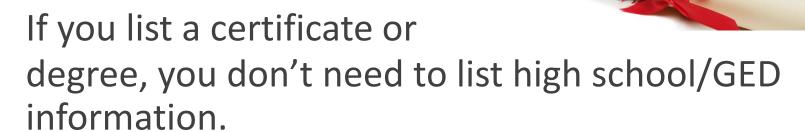
5/15 to 7/17

- Organized client schedules
- Sanitized and restocked patient rooms
- Responsible for end of day lock up



Education

This section is structured like your professional section - most recent education first.



• However you should list your high school/GED information if you do not have certificate or degree information.

Skills and Abilities

Only include this section if you have more/extra skills and abilities not already listed - and you feel they are important for the job you are applying to.



Example:

- Computer Skills
- Public Speaking
- Organizational
- Collaboration





Things to Remember

- Your resume should only only be one page in length.
- Make sure there are NO misspelled words!
- Have at least three other people look it over before you give it out.
- Make sure you email a copy of it to yourself so you will always have it with you.



Example: Chronological Resume

Best Candidate

428 Parks & Wildlife Rd. ■ Sherman, TX 75090

903-555-5555

hardworker@gmail.com

EXPERIENCE:

House of Blues

Navasota, TX

Janitor/Field Work

2/05 to 6/08

Janitor:

- Swept, mopped and scrubbed hallways, stairs and office space
- Emptied, cleaned and sanitized garbage containers
- Notified management concerning and needs for major repairs Field Work:
- Maintained grounds for vegetable cultivation
- Cleared fence lines of all debris
- General agriculture harvesting by hand

Tim Randallake

Denison, TX

Mover

10/01 to 6/04

- Moved customers' personal house hold items taking care not to damage
- Short hauls including state to state transport
- Cataloged, sorted and logged all items for inspection

Denison Inspection

Production

Denison, TX

4/99 to 3/00

- Poured molten metal into mold machine using automated ladle
- Preheated die sections with torch and electric heater
- Inspected castings and core slots for defects, using fixed gauges
- Cleaned and lubricated casting machine and dies, using air hose and brushes.
- · Loaded aluminum bars into melting furnace
- Activated machine start-up switches to grind, lap, deburr and cut workpiece
- · Built forms, and mixed and poured cement to form garden borders

EDUCATION:

Windham Electrical Trade

Navasota, TX 2008

420 hours

2006

GED at Denison High School

Denison, TX



LOCATIONS

COOKE COUNTY

1311 North Grand Ave. Suite 200 Gainesville, TX 76240 940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr Bonham, TX 75416 903-640-0222

GRAYSON COUNTY

2415 South Austin Ave. Suite 105 Denison, TX 75020 903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

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