



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 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 only **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



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

Name and Contact Info

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



Just make sure yours is easy to read.

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Example Headings

#1

Best Candidate

Denison, TX – 903-463-9997

bestcandidate@email.com



#2

Best Candidate

903-463-9997

bestcandidate@email.com

Denison, TX

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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:
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.



If you list a certificate or degree, you don't need to list high school/GED information.

- 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



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Things to Remember

- Your resume should 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

Janitor/Field Work

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

Navasota, TX

2/05 to 6/08

Tim Randallake

Mover

- 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, TX

10/01 to 6/04

Denison Inspection

Production

- 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

Denison, TX

4/99 to 3/00

EDUCATION:

Windham Electrical Trade

420 hours

Navasota, TX

2008

GED at Denison High School

Denison, TX

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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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