



## Template and Sample of Chronological Resume

# Chronological Resume

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Let find out...

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A chronological resume is one that lists your experience and education in order, starting with the most recent jobs or achievements. This type of resume is sometimes also referred to as reverse chronological resume, because the order of the listing starts with your current employment. This type of resume preferred - employers will want to know what job you currently hold so that they can better assess your qualifications for the job of your interest.

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## Chronological Resume Template

# Your Name

[Street Address], [City, ST ZIP Code]

[Phone Number]

[Email Address]

**Objective** [Describe your career goal or ideal job that you are applying for.]

## Experience

### [Job Title]

[Company Name], [City, ST], [Dates of Employment]

- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]

### [Job Title]

[Company Name], [City, ST], [Dates of Employment]

- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]

### [Job Title]

[Company Name], [City, ST], [Dates of Employment]

- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]
- ...

...

## Skills

[Professional or Technical Skill]

[Professional or Technical Skill]

[Professional or Technical Skill]

[Professional or Technical Skill]

...

## Education

[School Name], [City, ST], [Date of Graduation]

**[Degree obtained]**

[Special Award / Accomplishment if Any]

## References

References are available on request.

## **Chronological Resume Sample**

# John Rose

1234, Los Angeles, CA 90041  
(123)-456 ####  
johnrose@isoftwarereviews.com

**Objective** Seeking a Software Manager position requiring advanced management knowledge to improve the company operations.

## Experience

### e-Business Manager

ABCD Software Inc., Los Angeles, CA 2007 - Present

- Currently in a project management role developing and maintaining e-commerce websites for clients around the world.
- Responsible for helping define, plan and create online marketing campaigns.
- iSoftwareReview the software reviews website that was developed as a content specialist website.
- Deliver fast service to meet customer satisfaction and fulfill their expectation.

### Information Systems Manager

ABCD Software Inc., Los Angeles, CA 2002 - 2007

- Analyzed customer requirements, specifications and developed matching functional systems and applications.
- Supported company projects in the selection, delivery and management of new technology.
- Decreased shipping processing time 50 percents by 2006.
- Total quality management - every day improvement.

## Computer Skills

**Operating Systems:** Windows XP, Windows Vista, Windows 7, Unix, DOS, Linux, Mac OS X.

**Programming Languages:** Visual Basic, Visual C++, ASP, JavaScript, HTML, PHP and Action Script.

**Databases:** Oracle, SQL, MS SQL Server, MS Access 2007, MySQL.

**Applications:** Microsoft Office Suite, Adobe Photoshop, Adobe Flash, Adobe Dreamweaver.

**Typing Speed:** 80 WPM.

## Education

XYZ University, Los Angeles, CA 2000  
**Master of Information Technology**

## References

References are available on request.