

**1 Full Name** – Mail Address, City, State, Zip Code, Phone, Email Address

**2 Objective -** Describe your career goal in one to three brief sentences. When submitting your chronological resume to apply for specific job openings, tailor your objective closely match each job description without embellishing.

**3 Profile** Professional resume writers often include it in modern chronological resumes in place of an Objective section.

**4 Experience** **[Job Title or Company Name]**  
[Company Name, City, State or Job Title]  
[Year] to [Year or Present]  
[Optional Short Description]

- [List main job responsibilities or major achievements]
- [If applying for a specific job, match the job description requirements as closely as possible without embellishing.]
- [Use [action words](#) and industry-standard [keywords](#).]

**[Job Title or Company Name]**  
[Company Name, City, State or Job Title]  
[Year] to [Year]  
[Optional Short Description]

- [List main job responsibilities or major achievements]
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**[Job Title or Company Name]**  
[Company Name, City, State or Job Title]  
[Year] to [Year]  
[Optional Short Description]

- [List main job responsibilities or major achievements]
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**5 Education** **[Degree, Credit Hours or Diploma or School Name]**  
[School Name, City, State or Degree, Credit Hours or Diploma]  
[Optional Brief Description]

- [List significant awards, accomplishments or curricular activities, or your minor, work completed toward advanced degree, etc.]

- [If education is your most important career asset, move it above EXPERIENCE; for example, if you're fresh out of school with little career work experience.]
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**6 Extra**

[Optional extra section for what you think is important to emphasize; for example, special skills, military experience, awards and membership in career-related professional organizations. (Personal hobbies and interests are no longer included in U.S. resumes, because they have too-often given the wrong impression.) If this section is more important than another, move it up in your resume. Delete this section from the resume template if you don't use it.]

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**7 References**

References available on request. [This resume template section is often omitted in modern resume formats, because employers now assume that applicants will provide references when asked. If you want to keep it anyway, simply delete this bracketed text. If you need the space, delete this section.]