

# Sample chronological résumé

Elizabeth Smith

## Current Address

1016 Campus Drive, Room 312  
College Town, LS 41112  
(453) 555-5555  
Smith@LS.edu

## Permanent Address

1510 Park Street  
Hamlet, LS 41112  
(454) 555-5555  
Smith@somewhere.com

Horizontal lines help  
define different sections

## Qualifications Summary

Proven communications skills and experience creating promotions for wide audiences.

## Education

### University of Large State

Bachelor of Arts, English, expected 2010  
Minor: Business  
G.P.A.: 3.5/4.0, English Honors Society

Students often list  
education before  
experience

### Related Courses

Public Relations  
Marketing  
Consumer Behavior

The Language of Advertising  
Writing for Mass Media  
Writing for Business

Coursework relating to  
the position applied for

## Experience

### Program Coordinator

Campus Activities Council, Large State University

- Initiated and organized the Campus Run for Charity
- Promoted event with fliers, e-mail, newspaper ads, and campus radio station announcements
- 1,000 students participated

08-present  
Most recent job first

Show results

### Campus Tour Guide

Office of Recruiting, Large State University

- Led weekly tours for prospective students and parents
- Answered questions and addressed concerns
- Wrote information sheet explaining campus-housing policy
- Selected to train new guides

06-07  
Give approximate  
dates of employment

summers, 05 and 06

Bullets  
emphasize  
accomplishments

### Administrative Assistant

ABC Business, Harristown, Large State

- Drafted correspondence
- Prepared and edited reports
- Complimented for accuracy and attention to detail

Separate section  
for special skills

## Foreign Language Skills

Fluent in Spanish

References available on request

Statement sometimes omitted