

Your name should be **BOLD** and larger than the other contact information. Font should be easy to read (Times New Roman or Cambria are good options)

CHRONOLOGICAL  
RESUME SAMPLE

**YOUR NAME HERE**

Your contact information goes here

(Address, Email Address, Phone Number, LinkedIn link)

To create a "header" like this, click "Insert" at the top of the page and find the icon called "header." For a simple header, pick the first option.

**OBJECTIVE:** States what job you want and what skills and experience you bring to the position.

*Example: Dedicated healthcare professional with 2 years of Certified Nursing experience and strong knowledge of lifting, blood pressure reading and medical terminology, seeking position as a Licensed Practical Nurse*

**EMPLOYMENT HISTORY:**

**Position Title (Bolded or italicized)**

Workplace Name

Workplace Location (City, State)

Dates of Employment (Month and Year)

- Short, concise statements of job tasks

*Example:*

***Nursing Assistant***

*Southview Care Center*

*Southview, MN*

*June 2012-August 2014*

- *Assist Licensed Practical Nurses and Registered Nurses with timely patient care*
- *Use proper lift techniques to transfer patients*
- *Provide caring daily living and hygiene support to the center's patients*

**SKILLS:**

1-3 words of concrete skills you have.

*Examples include:*

- *Microsoft Office Tools*
- *PowerPoint*
- *Fluent in Spanish*
- *Blood pressure reading*

**EDUCATION:**

**School Program Title** - if beyond high school (**Bolded** or *italicized*)

School Name

Location of school (City, State)

Dates graduated (Month and Year)

*Example:*

***Nursing Assistant Certification***

*Southview Community College*

*Southview, MN*

*April 2012*

**OTHER SECTIONS YOU COULD USE:**

Military Experience

Volunteer Experience

Professional Memberships

Awards/Certifications