Alice

Baker

City, State Zip Code   City, State Zip Code | (H) 555-555-5555 | example@example.com

Professional Summary

This chronological resume format is perfect for those with a career advancement history. This work experience forward resume type is considered the 'gold standard' for recruiters and works well for seasoned professionals. In this summary section, list in 2-3 sentences why you're the right person for the job. Emphasize important skills you possess and your best career accomplishments. Remember, this is usually the section hiring managers spend the most time on, so it should be succinct and customized to the job posting. See our How to Write a Resume Summary article for more summary tips.

Skills

|  |  |
| --- | --- |
| * Review the job posting and list here the key skills you have that match the job description. * Highlight skills of your own that match these key skills. | * Present a combination of technical skills (knowledge and abilities needed to perform specific tasks), hard skills (teachable and measurable abilities), and soft skills (personal attributes). * Visit our skills page for recommendations on top skills and how to use them. |

* Review the job posting and list here the key skills you have that match the job description.
* Highlight skills of your own that match these key skills.
* Present a combination of technical skills (knowledge and abilities needed to perform specific tasks), hard skills (teachable and measurable abilities), and soft skills (personal attributes).
* Visit our skills page for recommendations on top skills and how to use them.

Work History

April 2013-Current

*Position* | *Company* | *Company City, State*

* Work backward with your current or most recent job first.
* Articulate your value to the employer with callbacks to their job posting.
* Example: “Ordered medicines daily to ensure compliance with demands and needs."

August 2009-April 2013

*Position* | *Company*

* Use numbers (like dollars and percentages) in this section because those relevant metrics help employers quickly see the results of your accomplishments.
* Highlight skills and tasks that relate to the job you're applying to.
* Show how you have learned from past experiences.

August 2005-March 2009

*Position* | *Company*

* If you're switching career fields, emphasize your “transferable skills” that can fit within the new industry.
* Example: “Implemented server systems and coordinated with 53 staff members to provide secure network access.”
* For more tips on what to include in the work history section, visit our Work Experience Section page.

Education

*Degree*: *Field of Study*

School Name

Certifications

Certification or Additional Training, Field of Study