

Chronological Resumes

When to use a chronological resume

The chronological resume is one of the most commonly used resume formats, your work experience is listed in chronological order starting with your current or most recent job to your earliest.

Use this format if you have a solid work history and ideal experience for the job to which you are applying, and no major gaps in employment. This type of resume's simple and straight-forward approach divides your information into separate sections, which all should fit onto one page.

Tips for Writing a Chronological Resume

Use keywords. Read the job description from the employer carefully. Use the same key words in your resume and cover letter for skills and experience that are used in the description. Not only will this help the employer see that your abilities match the job requirements, but it will also help to get your resume noticed when applying online.

Education. Education is as important as your work history, however in a chronological resume your education details should be listed after your work history.

Employment history. Do not use a chronological resume if you have gaps in your employment history or have changed jobs frequently. This type of resume will emphasize those issues. Chronological resumes do not work well either if you are changing careers. The lack of relevant jobs will be highlighted rather than skills that are transferrable. Use a functional resume in these situations to highlight skills rather than history.

Chronological Resume

Chris Johnson

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PROFILE: Banking professional with multiple years of experience and currently pursuing a degree in Finance at Naugatuck Valley Community College seeks a position as Assistant Branch Manager at Bank of America.

EDUCATION

Associates of Science in Business

Naugatuck Valley Community College, Waterbury, CT

Anticipated Graduation **2023**

RELEVANT WORK EXPERIENCE

Bank Teller, Branch Trainer

2018-2020

Wells Fargo, Waterbury, CT

- Assisted customers with deposits and withdrawals
- Earned branch award for introducing customers to new financial products
- Recognized by Wells Fargo as outstanding employee of the region.
- Increased new account openings by 10%

Bank teller

2015-2018

Santander, Waterbury, CT

- Assisted customers with deposits and withdrawals
 - Integrated Financial Systems Theory into practice, intervening with appropriate and meaningful practices to a very diverse range of clients
 - Developed a unique financial awareness program aimed at building positive customer relationships
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ADDITIONAL EXPERIENCE

Cast Member

2013 – 2015

Chuck E Cheeses, Rocky Hill, CT

- Greeted customers as they came into the restaurant
- Assisted with the organization of birthday Parties and group events
- Cleaned and organized the restaurant and the games sections

Lifeguard/Instructor Summers

2010 – 2013

Windsor Y.M.C.A., Waterbury, CT

- Performed rescues and basic medical procedures
 - Taught groups of 5-10 children in lifesaving techniques and aquatic skills
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VOLUNTEER/EXTRACURRICULAR EXPERIENCE

- **Phi Theta Kappa**-Member, Naugatuck Valley Community College **2019-2021**
- **Student Government**-Vice president (SGA), Naugatuck Valley Community College **2019**
- **Volunteer**- St. Mary's Church, Waterbury, CT **2012-Current**