

Career Services at Georgia Southern University
Skill Based Chronological Résumé Template

Header

Name: _____
 Address: _____

 Phone: _____
 E-mail: _____

Education/Training/Military Training

Example:

Train Company Business College	Chicago, Illinois	Word processing/ Database Management	1998
University of Georgia Leadership Institute	Athens, Georgia	Leadership Development Courses	1997
University of Tennessee	Knoxville, Tennessee	Master in Business Administration	1994
Lock Haven University	Lock Haven, Pennsylvania	Bachelor in Social Work	1992

Training/School	City, State	Degree/Training Name	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Highlights of Qualifications or Accomplishments

Example of Highlights:

Example:

- Over 3 years experience in sales and customer service positions
- Career oriented, accurate, follow instructions with ease
- Successful record of persuading customers to buy
- Gone beyond sales quotas three years in a row
- _____
- _____
- _____
- _____

Relevant Courses/Honors

Example:

Word processing 101	Introduction to Business
Family Therapy	Principles of Accounting
Bells Honors Student	Hope Scholarship Recipient
Pi Sigma Epsilon	Who's Who In American Colleges

Title :

?	_____	?	_____
?	_____	?	_____
?	_____	?	_____

Job Skills and Work History

Example:

Sales Representative

World Company, Statesboro, Georgia

May 1993-April 1994

- Assisted customers in identifying needs and successfully promoted suitable in-stock items
- Suggested alternative selections and additional impulse purchase items
- Provided customers with information about product effectiveness and warranties
- Returned telephone calls to prospective customers to follow-up potential sales

Manager

Wal-Mart Distribution Center, Savannah Georgia January 1992-May 1993

- Hired, trained, and supervised ten employees during the evening work shift
- Responsible for logistics within appliance department
- Checked delivery orders prior to accepting deliveries
- Supervised daily clean up operations and maintenance of facilities

Cite your primary responsibilities and work-related skills you did best at these jobs!

Position/Title: _____ City/State: _____ Dates: _____

- _____
- _____
- _____
- _____

Position/Title: _____ City/State: _____ Dates: _____

- _____
- _____
- _____
- _____

Position/Title: _____ City/State: _____ Dates: _____

- _____
- _____
- _____
- _____

Special Skills: Computer, Workshops, Foreign Languages

Example:

Computer Skills: WordPerfect 8.0, Excel, Microsoft Word, Power Point

Workshops: Interview Skills, Resume Preparation, Leadership Development

Foreign Languages: Knowledge of French.

Special Skills :

- _____
- _____
- _____

Membership/Professional Associations/Volunteer Experience/Committee Involvement

Example:

Women's Awareness Week Committee

Member

Fall Semester 1999

Southern Association of College and Employers

Member

1992-1998

Statesboro Woman's Shelter

Volunteer

Thanksgiving 1996

Affiliation

Role

Dates

- | | | | | | |
|---|-------|---|-------|---|-------|
| ? | _____ | ? | _____ | ? | _____ |
| ? | _____ | ? | _____ | ? | _____ |
| ? | _____ | ? | _____ | ? | _____ |