



# How to Make Your CHRONOLOGICAL RESUME Stand out from the Pack

The **PURPOSE** of a **RÉSUMÉ** is to get an interview. A resume is a skillfully designed, easy to read document that provides information about your education, experience (work, internship, volunteer), and other qualifications that are most relevant to a particular job opening. Your résumé needs to show an employer how you meet and exceed their needs.

**LENGTH:** Depending on your work experience and the job description, your resume may be 1-2 pages. If it is 2 pages, it needs to be 2 full pages.

## MAJOR RÉSUMÉ COMPONENTS:

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**HEADING:** Place your name at the top of your résumé. Other information to include is your current city and state along with your phone number (with area code), e-mail address and LinkedIn URL.

**PROFESSIONAL HIGHLIGHTS:** This section tells the employer you are qualified for the job at first glance. Tailor this section each time you apply to a position. Create a bulleted list of your key achievements, skills, traits and experiences that relate to the position, and any languages spoken. Usually 5-7 bullets (no more than 10).

**EDUCATION:** Degrees earned (or to be completed) should be listed from present to past. Do not include high school. Do not list other institutions unless you have completed a degree or certification. For each degree, give the following:

- Name and location of school attended
- Degree earned
- Major/Minor/Track
- Grade point average (3.0 or above)
- Date of graduation or expected
- Research/thesis/capstone topic (if applicable)
- Relevant coursework (optional)

### PROFESSIONAL EXPERIENCE:

- List your employment from present to past.
- Provide employer name, position held, and dates of employment (month and year).
- Begin each descriptive statement with an action verb. Use present tense if current, and past tense if no longer employed there.
- Write descriptive action statements, in bulleted format, that highlight your skills, abilities and knowledge learned on the job.
- List tasks performed (if relevant to the job description), emphasizing those requiring the highest level of skill, responsibility and judgment.
- Quantify your accomplishments (when you can), i.e. "surpassed sales quota by 15%," "trained and supervised 5 employees," "maintained average caseload of 85 clients".

### OTHER POSSIBLE SECTIONS:

- Internship/Volunteer/Service Learning
- Professional certificates or licenses
- Military experience
- Honors, scholarships, awards, and fellowships
- Clubs/Organizations/Memberships/Affiliations
- Extracurricular activities/leadership
- Publications
- Personal projects and/or passions
- Advanced computer applications
- Additional Trainings



# ANNOTATED CHRONOLOGICAL RÉSUMÉ

- Job requirements section can help guide what to post here.
- Focus on your strengths and accomplishments
- It's ok if information in highlights is the same as in other sections of the resume, if they are relevant
- Reframe the language on the job requirements; avoid using the exact same language used in the posting.

**Font:** Calibri    Contact info on one line  
**Name size:** 14    Personalized LinkedIn URL  
**Headers:** 12  
**Content:** 11

## SAM HUSKY

Rockport, ME | (207) 780-5555 | [shusky@maine.edu](mailto:shusky@maine.edu) | [linkedin.com/shuskys](https://www.linkedin.com/in/shuskys)

### PROFESSIONAL HIGHLIGHTS

- Psychology major, University of Southern Maine, graduating in May 2023
- 4+ years of experience building trusting relationships through tactful communication
- Natural ability to discover uniqueness, hidden talents and qualities of people
- Knowledge of employee recruitment, hiring, and onboarding, as well as benefits administration, compensation, and performance management
- Aptitude for developing and implementing social media marketing campaigns
- Familiar with ADP, MS Office, and ATS software (Kronos)

### EDUCATION

**University of Southern Maine, Portland, ME**  
*Bachelors of Arts in Psychology*  
 GPA: 3.67

- List the town/city of the campus you most identify with
- Include study abroad experiences
- List only past college experiences where a degree was obtained.

Relevant Coursework: Psychology of Adulthood and Aging | Psychology

**Southern Maine Community College, Portland, ME**  
*Associate of Arts degree in Liberal Studies*  
 Area of focus, Psychology

### Bulleted descriptive accomplishment statements:

- Use chronological format for listing experiences, present to past
- Use present tense action verbs if currently employed
- Use past tense action verbs if you are no longer employed
- Use “ed” verbs for past tense, do not use “ing” or “ly”

### INTERNSHIP

**ABC, Inc., Portland, ME**  
*Human Resource Intern*

- Worked with Human Resources Director to recruit and hire eight new employees
- Posted openings, performed background checks, called references, and kept candidates updated on their status
- Maintained and updated ADP HR records related to employment status, benefits, and performance reports
- Assisted with internal event organization, including annual holiday parties, weekly lunch and learns, and employee trainings

### PROFESSIONAL EXPERIENCE

**Moonlight Campground, Saco, ME**  
*Assistant Manager*

June 2018 - Present

- Coordinate summer camp program for over 200 children, resulting in 90% camper return rate
- Organize the day to day activity schedule for the campers during their stay at the camping grounds
- Direct and produce annual television commercial; doubled camp membership from 100 campers to 200 in 2018
- Oversee the registration process of the participants applying for the camp
- Coordinate camp counselor on-boarding and annual summer training
- Review the applications of the guides and counselor candidates and select ideal candidates

### VOLUNTEER EXPERIENCE

**Preble Street, Portland, ME**

Summers 2018 -Present

- Execute daily tasks independently without supervision
- Assist with training new volunteers and instruct them on daily operations
- Communicate with supervisor about the observed needs of the clients

Submit your resume as a PDF unless otherwise specified.



**UNIVERSITY OF  
SOUTHERN MAINE**

Career & Employment Hub

231 Luther Bonney Hall, Portland Campus  
 (207) 228-8505

[usmcareers@maine.edu](mailto:usmcareers@maine.edu)

<https://usm.maine.edu/careerhub>

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## EDUCATION

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May 2023

*Bachelors of Arts in Psychology*

GPA: 3.67

Relevant Coursework: Psychology of Adulthood and Aging | Psychology of Social and Linguistic Development

**Southern Maine Community College, Portland, ME**

May 2020

*Associate of Arts degree in Liberal Studies*

Area of focus, Psychology

## INTERNSHIP

**ABC, Inc, Portland, ME**

September 2021 – January 2022

*Human Resource Intern*

- Worked with Human Resources Director to recruit and hire eight new employees
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## RÉSUMÉ PREPARATION ACTION VERBS

Use these sample action verbs to emphasize accomplishments

Achieved	Customized	Informed	Recruited
Adapted	Delegated	Initiated	Reduced
Addressed	Demonstrated	Inspected	Referred
Administered	Demystified	Instituted	Rehabilitated
Advised	Designed	Instructed	Remodeled
Allocated	Designed	Integrated	Repaired
Analyzed	Developed	Interpreted	Represented
Appraised	Developed Enabled	Interviewed	Researched
Approved	Devised	Introduced	Resolved
Arbitrated	Diagnosed	Invented	Restored
Arranged	Directed	Investigated	Retrieved
Assembled	Dispatched	Lectured	Reviewed
Assessed	Drafted	Maintained	Revitalized
Assigned	Edited	Managed	Scheduled
Assisted	Educated	Marketed	Screened
Attained	Encouraged	Mediated	Set goals
Audited	Engineered	Moderated	Shaped
Authored	Enlisted	Monitored	Solved
Balanced	Established	Motivated	Specified
Budgeted	Evaluated	Negotiated	Spoke
Built	Examined	Operated	Stimulated
Calculated	Executed	Organized	Strengthened
Catalogued	Expanded	Originated	Summarized
Chaired	Expedited	Overhauled	Supervised
Clarified	Explained	Oversaw	Surveyed
Classified	Extracted	Performed	Systematized
Coached	Fabricated	Persuaded	Tabulated
Collaborated	Facilitated	Pioneered	Trained
Collected	Familiarized	Planned	Translated
Communicated	Fashioned	Prepared	Validated
Compiled	Forecasted	Prioritized	Wrote
Computed	Formulated	Processed	
Conceptualized	Founded	Produced	
Consolidated	Generated	Programmed	
Contracted	Guided	Projected	
Convinced	Identified	Promoted	
Coordinated	Illustrated	Publicized	
Corresponded	Implemented	Purchased	
Counseled	Improved	Recommended	
Created	Increased	Reconciled	
Critiqued	Influenced	Recorded	



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