CHRONOLOGICAL RESUME: Primary focus is on continuity of employment and company affiliation with most recent position first.

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SUMMARY

Summarize your career using complete sentences. In addition to your background position and years of experience, include lead in statements such as: Extensive experience in xxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx. Background includes xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx. Expertise in xxxxxxxxxxxx xxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Demonstrated ability to xxxxxxxx xxxxxxxxxxxxxxxxxxxxx Known for xxxxxxxxxxxxxxxxxxx. Special skills in xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx.

EXPERIENCE

MOST RECENT COMPANY, City, ST **20xx - Present**
Position Title

- Use a bullet to start each of your accomplishment statements. Each statement must start with a past tense action verb and state in specific terms the value or benefit of your action. Quantify your statements using numbers, %s, $s and other indicators such as increased sales by; decreased downtime by etc.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx xxxxxxxxxxxx x xxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxxx xxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxxx.

FIRST PREVIOUS COMPANY, City, ST **19xx – 19xx**
Position Title

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx.
- xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx.

SECOND PREVIOUS COMPANY 2, City, ST **19xx – 19xx**
Position Title

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx.

EDUCATION and TRAINING

Degree (s), Area of Concentration, School/University, City, ST

At least 3 industry/professional training courses or seminars

Additional sections as necessary, for example:
MILITARY, PROFESSIONAL AFFILIATIONS, PUBLICATIONS