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**Professional Summary**

This chronological resume format is perfect for those who have a history of career advancement. 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 both succinct and customized to the job posting. For more summary writing tips, see our How to Write a Resume Summary article.

**Work History**

**Position** Apr 2013 - Current

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."

**Position** Aug 2009 - Jan 2013

Company Company City, State

* 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.

**Position** Aug 2005 - Mar 2009

Company Company City, State

* 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 page on crafting a Work Experience Section.

**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). | * For recommendations on top skills and how to use them visit our skills page. |

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**Education**

**Degree Obtained**: **Field of Study**

School Name City And State Where The School Is Located

Certification or Additional Training: Field of Study

School Name – City and state where the school is located