Millie Livecareer

City, State Zipcode   
 (555) 555-5555 | example@example.com

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](https://www.livecareer.com/resources/resumes/how-to/write/summary-section) article.

**WORK HISTORY**

Company

Position // Company City, State // April 2013 to Current

* 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."

Company

Position // Company City, State // August 2009 to January 2013

* 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.

Company

Position // Company City, State // August 2005 to March 2009

* 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](https://www.livecareer.com/resources/resumes/how-to/write/experience-section).

**SKILLS**

| * Review the job posting and list here the key skills you have that match the job description. * Highlight skills of your own that match these key 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](https://www.livecareer.com/resources/resumes/how-to/write/skill-section). |
| --- | --- |

**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

#### More tools to help you write your Chronological resume:

[**How to Write a Resume**](https://www.livecareer.com/resources/resumes/how-to/write/8-simple-steps)

Study this helpful article which lays out how to write every section of your resume in eight simple steps. Learn how to present your qualifications in a way that will capture the attention of recruiters and hiring managers.

[**Resume Examples for Every Job Title**](https://www.livecareer.com/resume/examples)

Customizing your resume to the role you seek is critical to a successful job search. Peruse our library of resume examples and cover letter section written by certified resume writers to see what recruiters look for in top candidates.

[**Is a Chronological Resume Right For You?**](https://www.livecareer.com/resume/formats/chronological)

Here, we outline everything you need to know about the chronological resume format to help you decide if it is the right choice for you.

[**Cover Letter Builder**](https://www.livecareer.com/cover-letter/builder)

Every job seeker needs a cover letter that compliments their resume. Use our cover letter builder, which walks you through the process step by step. You’ll have a custom cover letter in less than 15-minutes.

[**Cover Letter Examples**](https://www.livecareer.com/cover-letter/examples)

If you’d prefer to write your own cover letter, don’t do it alone! Our library of cover letter examples shows you sample cover letters for hundreds of job titles.

[**How to Write a Cover Letter**](https://www.livecareer.com/resources/cover-letters/how-to/write/6-simple-steps)

Study this helpful article to learn how to write every section of your cover letter in six simple steps. Learn the ins and outs of writing a letter that compliments your resume and grabs the hiring manager’s attention.