**Carol Johnson**

•  City, State Zip Code • (H) 555‑555‑5555 • example@example.com

**Professional Summary**

This chronological resume format is perfect for those with a career advancement history. 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 succinct and customized to the job posting. See our How to Write a Resume Summary article for more summary tips.

**Work History**

**Position**, 04/2013 to 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**, 08/2009 to 04/2013

**Company**

* 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**, 08/2005 to 03/2009

**Company**

* 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 Work Experience Section page.

**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).
* Visit our skills page for recommendations on top skills and how to use them.
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**Education**

**Degree**: Field of Study

**School Name**

**Certifications**

Certification or Additional Training, Field of Study