**Tips on How to Write a Chronological Resume for Any Job**

**Name, Location, Phone, Email:**

**Professional Summary:** [**How to Write a Professional Summary: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume/summary)

This is where you include two to three sentences that best describe your top attributes and reasons to be hired. Use this section to write a professional summary that gets you noticed!

**Work Experience:** [**How to Write Work Experience: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/work)

**Current Employer Name I** Job Title **I From (month/year) - To (month/year/present)**

* This resume is written in the [chronological resume format](https://www.jobhero.com/career-guides/resume/format/chronological).
* A resume’s [format](https://www.jobhero.com/resume/formats) determines where you should place the skills and work history sections.
* Feature your top achievements, responsibilities or job stats here.
* Use present verb tense and active language!
* Write snappy, clear blurbs about your current position.
* Include metrics whenever possible.

**Last Employer Name I** Job Title **I From (month/year) - To (month/year)**

* List your past employers, in reverse-chronological order.
* Give less focus to your older experience rather than the most recent.
* The exception is when your older experience is more relevant to the job you’re seeking.

**Older Employer Name**  **I** Job Title **I From (month/year) - To (month/year)**

* List your last three to four relevant jobs.
* If you have less than 10 years of experience, keep it to one page.
* If you have more than 10 years of experience, keep it to two pages.

**Skills:** [**How to Write Skills: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/skills)

* A [chronological resume format](https://www.jobhero.com/career-guides/resume/format/chronological) determines where you should place a skills section.
* The skills section is located below the work experience section.
* It should list six to eight skills, that are your top abilities targeted for the job.

**Education, Certifications and Training:** [**How to Write a Resume: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume)

**School or Institution Name I** Degree Achieved (if applicable) **I Year of achievement or Dates Attended**

| **VICKY SANDERS**  .  **CONTACT**     |  |  | Butler, PA 16506 |  | | --- | --- | --- | --- | |  |  | (555) 555-5555 / (555) 555-5555 |  | |  |  | example@example.com |  |      |  | | --- |   **SKILLS**   * 65 WPM typing speed * CRM management * QuickBooks expert * Schedule and calendar planning * Google Tasks * Microsoft To-Do * Bookkeeping * Conference planning |  | Driven and resourceful executive assistant with more than six years of experience assisting with the work of high-achieving executives. Track record supporting professional needs with well-organized precision. Successfully manages high-volume workloads in rapidly changing environments.   |  | | --- |   **WORK HISTORY**  July 2018 to Current  **Executive Assistant to the CEO** ***LifeSquare Connect***, Fairview, PA   * Contribute to smooth business operations by planning and organizing meetings and conferences, including conference calls. * Produce accurate office files, update spreadsheets, and craft presentations to support one CEO and boost team productivity. * Arrange and handle all logistics for monthly Board meetings and events, such as schedule meetings and draft agendas.   January 2014 to July 2018  **Administrative Assistant** ***Anthem Therapy***, Avonia, PA   * Coordinated travel arrangements by booking airfare, hotel, and Uber transportation. * Processed over 100 invoices and expenses each month, using QuickBooks to facilitate on-time payment. * Ensured equipment operation by completing precautionary maintenance requirements like calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.   September 2012 to June 2013  **Office Assistant Intern** ***Arcadia University Physical Therapy Health Science***, Glenside, PA   * Supported two Secretaries and three management staff members in administrative activities, documentation, and data management. * Answered incoming phone calls and transferred to staff members or provide requested information. * Sorted and distributed office mail and recorded incoming shipments for corporate records.  |  | | --- |   **EDUCATION**  **Bachelor of Science** **Secretarial Studies And Office Administration**  **Arcadia University**, Glenside, PA |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

.