

## **Chronological Resume**

A chronological resume lists your experience and education in historical order. Present your job history with the most recent (or present) job listed first. Titles and organizations are emphasized as are duties and accomplishments.

### **Advantages**

This type of resume emphasizes continuity and career growth. It highlights the employer's name and is an easy form for the reader to follow. The format is best used when there are long, uninterrupted periods of employment or when your career direction is clear, and your job target is directly in line with your work history.

### **Disadvantages**

Because information regarding employment are the dominant features on the page, it is more difficult to highlight significant facts, skills and accomplishments. Employers may look at the chronological work history pattern and miss some important achievements.

## **Rules for the Chronological Resume**

- Start with present or most recent position and work backward, with more space devoted to recent employment.
- Detail only the last four or five positions, covering the last ten years. Summarize early positions unless exceptionally relevant to the present.
- Use month and year designations when possible. If you can't remember the months, use year designations.
- Stress the major accomplishments and responsibilities within each position that demonstrates your full competency to do the job.
- Keep your job target in mind as you describe prior positions and accomplishments. Emphasize those which are the most related to the position for which you are applying.
- Education is not included in chronological order. If you graduated within the past five years, it should go at the top of the resume. If not, place the information at the bottom of the resume.

**Paula White, RPR**  
2386 Hillside Way  
Denver, CO 80203  
Home: 303-555-0829  
Work: 303-555-8512

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**Objective:** A position as court reporter with Denver District Court.

**Highlights:**

- Maintained an excellent rapport and record of accuracy with officials of the Denver District Court.
- Broadened my experience while self-employed by taking depositions in attorney's offices and covering proceedings of the Colorado legislature.
- Capture 230 words per minute.

**Experience:** Self-Employed Denver, CO  
**Court Reporter** August 1994 to Present

- Took depositions for attorneys and documented proceedings of the Colorado legislature, company meetings, conventions and other private activities.
- Learned latest court reporting technology.

Denver District Court Denver, CO  
**Court Reporter** July 1988 to June 1994

- Recorded legal proceedings in trials and hearings with stenotype machine.
- Loaded output on computer disks, printed out documents and proofread them.

Hillyard Paper Supplies Denver, CO  
**Secretary** June 1984 to June 1988

- Provided primary secretarial support for manufacturing manager.
- Word processed correspondence, reports and other documents.
- Answered telephone calls, directing them to appropriate parties.

**Education:** Rocky Mountain Vocational College Denver, CO  
**Associate of Arts in Court Reporting**

- Accredited by the National Court Reporters Association.

**Registration:** Registered Professional Reporter

**References:** Available upon request

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