Description: A chronological resume is simply a document that's used to present your background, skills, and qualifications to an employer. It is generally organized by employer and job with the most recent on top.

Advantages: It is easy for an employer to see timeline of work experience and related accomplishments.	**Disadvantages:** It is easy for employers to see gaps in employment, job hopping, and lack of experience.

Who should use this format? If you are applying for a job and you have experience in that industry, this could be a good format for you to use.

Contact Information with professional email. Remember to have a professional voice mail message as well.

JAMIE FARR
5101 Shannon Dr. ◇ Godfrey, IL 62035 ◇ farrjamie@aol.com ◇ 618-618-6186

Get their attention by highlight your skills and experience. Customize this for the job description. Make it easy to read and scan for keywords.

Include credentials that are meaningful to the employer.

SKILLS & EXPERTISE

Logistics	Inventory Control	Shipping/Receiving
Supply Chain Management	Physical Inventory	Safety Controls
Materials Management	Stock Rotation	SAP Application
Microsoft Office 2013	Windows 8.1	Microsoft Project Manager

Certifications

ForkLift Driver Certified	MSSC - Safety
NCRC - Gold Certificate	MSSC - Quality Practices & Measurement
APICS - Production & Inventory Management	MSSC - Maintenance Awareness
APICS - Supply Chain Management	MSSC - Certified Logistics Technician

---

Show that you have completed training to prepare for the job. This section usually includes the training provider name, location, your degree(s), and dates.

EDUCATION
Lewis & Clark Community College, Godfrey, IL
Certificate September 2014

RELEVANT COURSEWORK

Logistics	Warehousing	Inventory Management
Distribution	Process Control	Quality Control

Show that you have experience with being responsible and working with others. This section usually includes:

- Employment dates
- Organization name
- Job title
- Brief description to show the skills you used in the position and how you added value to the organization

EXPERIENCE
Intern/Apprentice   2/2014 - 5/2014
Olin Corporation
East Alton, IL
- Coordinated the loading process and dispatched drivers to ensured timely, accountable and cost-effective delivery of materials. Achieved a 99.7% "OTWI (on-time without incident) rating which was the highest ever recorded for an intern.
- Responsible for updating/maintaining customers, partners contracts and information.
- Made a recommendation for changing a screen on the CRM system which was implemented, saving significant data entry time.

Forklift Operator   2006 - 2012
Wal-Mart, Distribution Center
St. Louis, MO
- Ensured freight quality
- Maintained adequate supply of merchandise
- Managed freight flow
- Controlled warehouse organization

Put the most important towards the top of the page.

Resumes get reviewed very quickly, so they need to make the point of why the employer should hire you very quickly. That's why the old saying, "What's most important is above the thumbs" is so true in regard to paper resumes. It underscores why it's important to communicate your most desirable traits as early as possible to get attention.

Use section names and ordering to your advantage.

Resumes are divided into sections for easy reading. For example, section names could be OBJECTIVE, SUMMARY, EDUCATION, EXPERIENCE, SKILLS, VOLUNTEER ACTIVITIES, and MEMBERSHIPS, but there are *hundreds* of other choices. You have an opportunity to add or reorder specific sections on your resume to your advantage.

For example, let's assume you're interested in a position that asks for some special technical experience. You could add a TECHNICAL SKILLS section to your resume to highlight your related technical qualifications. Or, you could emphasize other areas of strength that could offset this, such as your EDUCATION or TECHNICAL CERTIFICATIONS. The simple trick of reordering and renaming sections to be more in tune with the job being pursued makes your resume more relevant.

Use accomplishment statements to showcase your value.

An accomplishment statement is like a success story. It helps to demonstrate your VALUE to an employer by giving proof of past achievements. One of the best predictors of your value is how you performed in the past, and an accomplishment statement is a great way to show that. Accomplishment statements can be about something you've learned, improved on, or helped with – basically anything that you did where there was a result. A popular method for creating accomplishment statements is the **C.A.R**. or **C**hallenge, **A**ction, and **R**esult technique. Write about the challenge you had, the actions you took, and the results you achieved. For example, rather than saying you were responsible for something, talk about what you did and what the result was. Accomplishment statements help with interviewing too.

Use action words and bullet points.

Action words, sometimes called action *verbs,* can give energy to a resume. Picking the right action words helps to make an impact because they are action-oriented and zero in on what you've done and the actions you've taken. Action words are frequently used to start bullet points in a resume. Bullet points are used to make a short statement to emphasize an important point. They're easier to scan because they make the point quickly and concisely.

Tell your story and create your own personal brand.

Your resume is a direct reflection of your professionalism. From an employer's perspective, the information they have about you paints a picture and tells a story about who you are and what you're capable of. But what makes you unique? In what ways have you made a difference? Do you have a success story or passion for something that you'd like to talk about? Branding is an important exercise because it helps to define a consistent message. Your brand sums up what your main selling points are, gives the picture, or tells the story of who you are and how you benefit an employer.

Use the online Optimal Resume Builder in Illinois workNet for more helpful tips, examples, and writing assistance.