

The University of Akron

Center for Career Management

The Chronological Resume

On a chronological resume, work experience and employment history are listed under one section. They should appear in reverse chronological order with the most recent experience first. Each position listed should be complete with dates of employment, job title, company name, city and state, followed by a specific description of the job experience. The chronological resume should be a synopsis of your work history and should demonstrate progress with regard to your skill development.

Basic components of a chronological resume:

- _ Contact information or heading
- _ Career objective
- _ Education summary
- _ Employment history

It is advantageous to use a chronological resume when:

- _ You are a recent college graduate who is seeking employment in a specialized professional or technical field (such as education or engineering) and you have related work experience;
- _ You are making a lateral or upward move within the same career field;
- _ Your recent job history displays progress and/or your job titles are impressive.
- _ You are a recent graduate with little or no work experience in your field;
- _ You are a current student seeking a Career Advantage Network or volunteer assignment.

It is not advantageous to use a chronological resume when:

- _ You are entering a new career field and you have limited relevant experience in that field;
- _ You have an inconsistent job history and/or you have changed jobs frequently;
- _ You have voluntarily taken a break from the world-of-work (such as a homemaker) or you have an unwanted gap in your employment history due to work termination;
- _ You are a graduate of a liberal arts degree program with limited related work experience;
- _ You want to de-emphasize your age.

FOR FURTHER INFORMATION CONTACT CENTER FOR CAREER MANAGEMENT:

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OBJECTIVE	To obtain an elementary education teaching position in an urban setting
EDUCATION	THE UNIVERSITY OF AKRON Akron, Ohio Bachelor of Science, Elementary Education, May 2003 Concentration: English/Language Arts GPA: 3.45/4.0 (overall); 3.7/4.0 (major)
HONORS	Golden Key National Honor Society, Secretary; Paul E. Martin Scholar; Band Director's Award; Dean's List (six times); Mortar Board; Omicron Delta Kappa, Vice President.
ACTIVITIES	Akron Council of Education Students; Homecoming Committee; Habitat for Humanity; Brush-up-Akron.
TEACHING EXPERIENCE	HARRIS ELEMENTARY SCHOOL Akron, Ohio <i>Student Teacher, Third Grade</i> <ul style="list-style-type: none">• Created an integrated unit on simple machines.• Published a parent/caretaker newspaper and participated in parent-teacher conferences.• Implemented a variety of instructional strategies to include cooperative and active learning.• Coordinated an after school academic bridge program.
3/03 – 5/03	
1/03 – 3/03	ROBINSON ELEMENTARY SCHOOL Akron, Ohio <i>Student Teacher, Sixth Grade</i> <ul style="list-style-type: none">• Utilized motivational teaching strategies to empower at-risk students.• Designed a thematic unit on Rome.• Conducted a service learning project on conversation.• Incorporated educational technology into developmentally appropriate lessons.
8/02 – 12/02	MANCHESTER ELEMENTARY SCHOOL Manchester, Ohio <i>Field Experience Student, Second Grade</i> <ul style="list-style-type: none">• Created an interactive bulletin board on self-esteem.• Assisted teacher with whole language activities and reading remediation.• Facilitated drug prevention lessons directed by building counselor.
RELATED EXPERIENCE	THE UNIVERSITY OF AKRON Akron, Ohio <i>Orientation Leader, New Student Orientation</i> <ul style="list-style-type: none">• Assisted a diverse population of students with scheduling and registration.• Conducted presentations on academic and social adjustment.• Addressed parental concerns related to campus safety and financial issues.
Summers 2000 – 2002	
8/01 – 12/02	THE COUNTRY'S BEST YOGURT Fairlawn, Ohio <i>Sales Associate</i> <ul style="list-style-type: none">• Served as team leader and trained all new associates.• Addressed customer complaints.• Conducted opening and closing responsibilities.
REFERENCES	Available upon request.