Reverse Chronological Resume with Skills

First Name Last Name

Street Address City/State/Zip Phone Number

OBJECTIVE

To obtain the position with the company

SKILLS & QUALIFICATIONS

* X number of years experience ● Write skills related to the job
* Use strong adjectives for strong skills ● Emphasize skills from the job ad
* Don’t misrepresent your abilities ● Add skills that fit the job description
* Make longer statements that go all the way across both columns only if necessary
* Don’t forget related certifications and licenses that indicate special training EDUCATION

\_\_\_\_\_\_\_\_ College City, State

NAME YOUR MAJOR or DEGREE program Currently Enrolled/Grad Date

Related Coursework

Use actual name of the course Not the Department and number

WORK EXPERIENCE

**JOB TITLE**, Company City/State

Briefly describe what you did at this job, especially as it relates to what you would be doing at the new job. There is no need to use the pronoun “I” or full sentences. Highlight skills and accomplishments that show what a good employee you were such as promotions, employee awards, and milestones. Month/Year – Month/Year

**JOB TITLE**, Company City/State

Briefly describe duties and accomplishments at this job. Focus on duties and successes that highlight the abilities you wrote in your skills section that might be meaningful to the potential employer. Month/Year – Month/Year

**JOB TITLE**, Company City/State

Keep the descriptions to three or four lines ideally. Summarize duties unless they are specifically related to the job in the objective. Month/Year – Month/Year

References Available Upon Request