



# How to Make Your CHRONOLOGICAL RESUME Stand out from the Pack

The **PURPOSE** of a **RÉSUMÉ** is to get an interview. A resume is a skillfully designed, easy to read document that provides information about your education, experience (work, internship, volunteer), and other qualifications that are most relevant to a particular job opening. Your résumé needs to show an employer how you meet and exceed their needs.

**LENGTH:** Depending on your work experience and the job description, your resume may be 1-2 pages. If it is 2 pages, it needs to be 2 full pages.

## **MAJOR RÉSUMÉ COMPONENTS:**

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**HEADING:** Place your name at the top of your résumé. Other information to include is your current city and state along with your phone number (with area code), e-mail address and LinkedIn URL.

**PROFESSIONAL HIGHLIGHTS:** This section tells the employer you are qualified for the job at first glance. Tailor this section each time you apply to a position. Create a bulleted list of your key achievements, skills, traits and experiences that are required of the position. Usually 5-7 bullets (no more than 10).

**EDUCATION:** Degrees earned (or to be completed) should be listed from present to past. Do not include high school. Do not list other institutions unless you have completed a degree or certification. For each degree, give the following:

- Name and location of school attended
- Degree earned
- Major/Minor/Track
- Grade point average (3.0 or above)
- Date of graduation or expected
- Research/thesis/capstone topic (if applicable)
- Relevant coursework (optional)

### **PROFESSIONAL EXPERIENCE:**

- List your employment from present to past.
- Provide employer name, position held, and dates of employment (month and year).
- Begin each descriptive statement with an action verb. Use present tense if current, and past tense if no longer employed there.
- Write descriptive action statements, in bulleted format, that highlight your skills, abilities and knowledge learned on the job.
- List tasks performed (if relevant to the job description), emphasizing those requiring the highest level of skill, responsibility and judgment.
- Quantify your accomplishments (when you can), i.e. "surpassed sales quota by 15%," "trained and supervised 5 employees," "maintained average caseload of 85 clients".

### **OTHER POSSIBLE SECTIONS:**

- Internship/Volunteer/Service Learning
- Professional certificates or licenses
- Military experience
- Honors, scholarships, awards, and fellowships
- Clubs/Organizations/Memberships/Affiliations
- Extracurricular activities/leadership
- Publications
- Personal projects and/or passions
- Advanced computer applications
- Additional Trainings
- Languages spoken



# ANNOTATED CHRONOLOGICAL RÉSUMÉ

- Job requirements section can help guide what to post here.
- Focus on your strengths and accomplishments
- It's ok if information in highlights is the same as in other sections of the resume, if they are relevant
- Reframe the language on the job requirements, avoid using the exact same language used in the posting.

Font: Calibri      Contact info on one line  
 Name size: 14    Personalized LinkedIn URL  
 Headers: 12  
 Content: 11

## SAM HUSKY

Rockport, ME | (207) 780-5555 | [shusky@maine.edu](mailto:shusky@maine.edu) | [linkedin.com/shuskys](https://www.linkedin.com/shuskys)

### PROFESSIONAL HIGHLIGHTS

- Psychology major, University of Southern Maine, graduating in May 2020
- 4+ years of experience building trusting relationships through tactful communication
- Natural ability to discover uniqueness, hidden talents and qualities of people
- Knowledge of employee recruitment, hiring, and onboarding, as well as benefits administration, compensation, and performance management
- Aptitude for developing and implementing social media marketing campaigns
- Familiar with ADP, MS Office, and ATS software (Kronos)

- List the town/city of the campus you most identify with
- Include study abroad experiences
- List only past college experience where a degree was obtained.

### EDUCATION

University of Southern Maine, Portland, ME  
 Bachelors of Arts in Psychology  
 GPA: 3.67

Relevant Coursework: Psychology of Adulthood and Aging | Psychology of Social and Linguistic Development

Southern Maine Community College, Portland, ME  
 Associate of Arts degree in Liberal Studies  
 Area of focus, Psychology

### Bulleted descriptive accomplishment statements:

- Use chronological format for listing experiences, present to past
- Use present tense action verbs if currently employed
- Use past tense action verbs if you are no longer employed
- Use "ed" verbs for past tense, do not use "ing" or "ly"

### INTERNSHIP

ABC, Inc., Portland, ME  
 Human Resource Intern

- Worked with Human Resources Director to recruit and hire eight new employees
- Posted openings, performed background checks, called references, and kept candidates updated on their status
- Maintained and updated ADP HR records related to employment status, benefits, and performance reports
- Assisted with internal event organization, including annual holiday parties, weekly lunch and learns, and employee trainings

### PROFESSIONAL EXPERIENCE

Moonlight Campground, Saco, ME  
 Assistant Manager

June 2016-Present

- Coordinate summer camp program for over 200 children, resulting in 90% camper return rate
- Organize the day to day schedule for the campers during their stay at the camping grounds
- Direct and produce annual television commercial; doubled camp membership from 100 campers to 200 in 2018
- Oversee the registration process of the participants applying for the camp
- Coordinate camp counselor on-boarding and annual summer training
- Review the applications of the guides and counselor candidates and select ideal candidates

### VOLUNTEER EXPERIENCE

Preble Street, Portland, ME

Summers 2018 -Present

- Execute daily tasks independently without supervision
- Assist with training new volunteers and instruct them on daily operations
- Communicate with supervisor about the observed needs of the clients

Submit your resume as a PDF unless otherwise specified.



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Career & Employment Hub

231 Luther Bonney Hall, Portland Campus  
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# SAM HUSKY

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## EDUCATION

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May 2020

*Bachelors of Arts in Psychology*

GPA: 3.67

Relevant Coursework: Psychology of Adulthood and Aging | Psychology of Social and Linguistic Development

**Southern Maine Community College, Portland, ME**

May 2018

*Associate of Arts degree in Liberal Studies*

Area of focus, Psychology

## INTERNSHIP

**ABC, Inc, Portland, ME**

September 2019 – January 2020

*Human Resource Intern*

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- Maintained and updated ADP HR records related to employment status, benefits, and performance reports
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## PROFESSIONAL EXPERIENCE

**Moonlight Campground, Saco, ME**

June 2016 - Present

*Assistant Manager*

- Coordinate summer camp program for over 200 children, resulting in 90% camper return rate
- Organize the day to day activity schedule for the campers during their stay at the camping grounds
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**Preble Street, Portland, ME**

Summers 2018 -Present

- Execute daily tasks independently without supervision
- Assist with training new volunteers and instruct them on daily operations
- Communicate with supervisor about the observed needs of the clients



# RÉSUMÉ PREPARATION ACTION VERBS

Use these sample action verbs to emphasize accomplishments

### Management Skills

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Improved  
Increased  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised

### Communication Skills

Addressed  
Arbitrated  
Arranged  
Authored  
Collaborated  
Convinced  
Corresponded  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated

Negotiated  
Persuaded  
Promoted  
Publicized  
Reconciled  
Recruited  
Spoke  
Translated  
Wrote

### Research Skills

Clarified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized

### Technical Skills

Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Maintained  
Operated  
Overhauled  
Programmed  
Remodeled  
Repaired  
Solved

### Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Demystified  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Instructed  
Persuaded  
Set goals  
Stimulated  
Trained

### Financial Skills

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Forecasted  
Managed  
Marketed  
Planned  
Projected  
Researched  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established

Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Planned  
Revitalized  
Shaped

### Helping Skills

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Expedited  
Facilitated  
Familiarized  
Guided  
Motivated  
Referred  
Rehabilitated  
Represented

### Creative Skills

Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated

Introduced  
Invented  
Originated  
Performed  
Planned  
Revitalized  
Shaped

### Detail Skills

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
Executed  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Specified  
Systematized  
Tabulated  
Validated

### More Verbs for Accomplishments

Achieved  
Expanded  
Improved  
Pioneered  
Reduced (losses)  
Resolved (problems)  
Restored  
Transformed





## NOTES:

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### 3 TYPES JOB FAIR RESUMES

1. **General:** Basic overview of your skills, abilities, and accomplishments
2. **Employer Specific:** Overview of your skills, abilities, and accomplishments with the goal of targeting a specific employer
3. **Career Pathway:** Overview of your skills, abilities, and accomplishments with the goal of pursuing a specific career

### HELPFUL RESOURCES

**Onetonline.org**, has detailed job descriptions to help you describe your specific job accomplishments.

**Tagcrowd.com**, paste in the job description and quickly see what key words are most important to the employer.

**Jobscan.co**, gives you an instant analysis of how well your resume is tailored for a particular job.



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NOTES:

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