



CHRONOLOGICAL RESUME TIPS

EMAIL ADDRESS

Must be a professional email address. No nicknames, slang or any words that will make a statement about your character.

EDUCATION

You **MUST** include all colleges, universities, vocational or two year institutions that you have enrolled in to complete a degree. List in chronological order.

GRADE POINT AVERAGE (GPA)

Only include your GPA if you have a cumulative GPA of a 3.0 or better.

ACTIVITIES AND HONORS

Don't include hobbies. Exception: If you are a freshman, you may include your high school activities and honors along with any activities and honors at UAPB or other institutions.

RELEVANT COURSE WORK

Include courses that are related to your major.

EXPERIENCE

Use an action word to begin each sentence. Don't just tell employers what you did; provide outcome. For example: Increased sales by 101% within a six month period. List each job in chronological order (present to pass).

ERRORS

Be sure to use spell check and check for grammatical errors.