

Chronological Resume

A chronological resume format is typically used for recent college graduates or students. As the name implies, a chronological resume is organized by job titles, which are listed from most recent to least while emphasizing a steady work history.

Header

Name

City, State, Zip Code

Phone number (Provide the best number where you can be reached.)

E-mail address (Make sure that your e-mail address is professional. A variation of your first and last name is preferred.)

Education

*Feel free to lead with the name of the institution if you would rather showcase the institution instead of the major

Institution Name, City, State

Expected: Graduation Month and Year

Full degree name

(If more than one degree, list the highest degree first)

- Only include GPA **if you have a 3.5 or above**
- Include quarters & years on the Dean's list

Professional Experience

Provide your employment history in a brief format to show current or past employment. List positions in reverse chronological order, most recent first.

Related Projects

Undergraduate students may not have professional experience, so adding sections from the following categories can be important: coursework, class projects, academic papers, professional associations/affiliations and volunteer experience.

Institution Name, City, State

Date(s) of Coursework (Month Year)

Course Name or Project Title

- Begin with an action verb, what you did, how you did it, and the outcome

Skills

List skills in order of proficiency and/or relevance to your field of study/job. For example:

- Read, write and speak [insert language]
- Choose one - Familiar with, Intermediate or Proficient in Microsoft Word, Excel PowerPoint and Outlook

Awards

List scholarships, awards, or anything relevant to the position. For example:

Official Scholarship Name, Institution Name, City, State

Date(s) Received (Month Year)

Affiliations

List names of any professional affiliations/organizations you belong to and is relevant to the position

Organization Name, Acronym

Date(s) of Membership (Month Year)

Position Title

CODY COYOTE

San Bernardino, CA 92407 | (909) 537-5250
cody.coyote@coyote.csusb.edu | linkedin.com/in/cody-coyote

EDUCATION

California State University, San Bernardino, San Bernardino, CA
Bachelor of Arts, Sociology – Social Services Track June 2016

Riverside City College, Riverside, CA
Associate of Arts, Sociology June 2014

PROFESSIONAL EXPERIENCE

St. Joseph Center, Los Angeles, CA February 2017 - Present
Mental Health Case Manager

- Develop professional relationships with clients and maintain a caseload of 15-20 participants
- Conduct in person monthly updates to housing stability plan and home visits
- Ensure that clients are linked to health, mental health, and substance use services as needed
- Aid clients in obtaining employment, establishing benefits, and educational opportunities
- Utilize a harm reduction, client focused and strengths based model
- Provide ongoing case management services that will ensure successful permanent housing, decrease social isolation, and prevent relapse risks
- Respond to urgent requests for assistance from clients or landlords and rotate responsibility for providing on-call crisis intervention services

Family Health Centers of San Diego, San Diego, CA December 2012 - February 2016
Client Services Specialist, San Diego Infant Health Program & June 2010 - July 2011

- Provided outreach services to pregnant and parenting women throughout San Diego County
- Offered educational resources on pregnancy, health, and nutrition
- Maintained a rotating caseload of over 45 clients and managed weekly, monthly, and quarterly reports
- Networked and presented at local non-profit agencies to provide additional services to clients
- Organized a community health fair to promote healthy living

Juvenile District Attorney's Office, Riverside, CA September 2010 - October 2012
Volunteer

- Reviewed strike packages of juveniles for missing information and completed information request forms for necessary items
- Collaborated with corresponding law enforcement agencies such as the LAPD and LASC
- Forwarded completed files to District Attorney's Headquarters for review

RELATED PROJECTS

California State University, San Bernardino, San Bernardino, CA August 2016 - Present
Department of Sociology- Research Assistant

- Provide assistance with the preparation of project-related reports, manuscripts, and presentations
- Prepare tables, graphs, fact sheets, and written reports summarizing research results
- Verify the accuracy and validity of data entered in databases, correcting any errors
- Track research participants, and perform any necessary follow-up tasks

SKILLS

Proficient in Microsoft PowerPoint, Excel, and Word; PC and MAC
Read, write and speak Spanish fluently

AWARDS

California State University, San Bernardino, San Bernardino, CA May 2016
Highest Sociology GPA Award

AFFILIATIONS

California State University, San Bernardino, San Bernardino, CA August 2013 - Present
Sociology Club, Member