

## 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

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### 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

**Client Services Specialist, San Diego Infant Health Program** December 2012 - February 2016  
*Family Health Centers of San Diego, San Diego, CA* & 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*