

## 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

Full degree name

Expected Graduation Month and Year

(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

**Company**, City, State

Date(s) of Employment Month Year - Month Year

*Job Title*

Put jobs in reverse chronological order, most recent first

List at least 3 accomplishments or duties that highlight your achievements

Use bullet points for organization and visual clarity

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

### 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

Use bullet points and 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

Optional Categories:

### Awards / Recognition

List scholarships, awards, or anything relevant to the position

Institution Name, City, State

Date(s) Received Month Year

Official Scholarship Name

### Clubs / Organizations

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

### 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*

Expected: June 2018

**Riverside City College**, Riverside, CA  
*Associate of Arts, Sociology*

June 2014

#### PROFESSIONAL EXPERIENCE

**St. Joseph Center**, Los Angeles, CA  
*Mental Health Case Manager*

February 2017 - Present

- 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  
*Client Services Specialist, San Diego Infant Health Program*

December 2012 - February 2016  
& 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

**Juvenile District Attorney's Office**, Riverside, CA  
*Volunteer*

September 2010 - October 2012

- 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  
*Department of Sociology- Research Assistant*

August 2016 - Present

- 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 / RECOGNITION

**California State University, San Bernardino**, San Bernardino, CA  
*Highest Sociology GPA Award*

May 2016

#### ORGANIZATIONS

**California State University, San Bernardino**, San Bernardino, CA  
*Sociology Club, Member*

August 2013 - Present

## Functional Resume

A functional resume focuses on an individual's skills and professional experience rather than a chronological work history. This type of resume organizes your most relevant experiences into skill areas, and it provides your employment history in a brief format. This resume works well for career changers, those with gaps in employment, and those with great transferable skills.

### 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)

LinkedIn URL

### Education

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

Full degree name

Expected: Graduation Month and Year

Institution Name, City, State

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

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

### Summary of Qualifications

This section can be bullet points based on professional qualifications developed over the years. Identify 3-5 main qualifications and develop them in greater detail as noted below.

- Summarizing qualifications allows you to create a targeted and focused resume
- Many people select three or four qualifications based on the job description
- Qualifications should demonstrate how you can contribute to the company/organization

### Completed Related Courses

- List the name of the completed coursework

### Related Projects

Title, Department

Month Year - Month Year

Name of Institution, City, State

### Community and Campus Involvement

Position

Name of Organization City, State

Month Year - Month Year

- List bullet points detailing your experience and be sure to use action verbs

### Work Experience

Provide your employment history in a brief format to show current or past employment. It is not necessary to describe specific professional duties point-by-point. The above section, called "Summary of Qualifications" is where you showcase professional experience based on the scope of the job.

Job Title - Company, City, State

Date(s) of Employment Month Year - Month Year

\*Continued on next page

**Awards / Recognition**

List scholarships, awards, or anything relevant to the position

Official Scholarship Name, Institution Name, City, State

Date(s) Received Month Year

**Affiliations / Organizations**

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

Title - Organization Name

Date(s) of Membership Month Year

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#### EDUCATION

*Bachelor of Arts, Nutrition and Food Sciences*

June 2017

**California State University, San Bernardino**, San Bernardino, CA

- Dean's List Winter 2016; Fall 2016

*Associate of Science, Physical Therapy Assistant*

June 2014

**Loma Linda University**, Loma Linda, CA

#### SUMMARY OF QUALIFICATIONS

- Over 7 years of experience working with interdisciplinary teams in a hospital environment
- Fluent in Spanish, able to translate verbal and written documents
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook and Access
- Knowledgeable of cognitive theories as it pertains to student nutrition
- Able to extrapolate objective data based on subjective information

#### COMPLETED RELATED COURSES

Advanced Food Science Principles of Nutrition • Nutritional Biochemistry and Metabolism • Medical Therapy

#### RELATED PROJECTS

*Research Assistant - Department of Health Science and Human Ecology*

August 2016 - Present

**California State University, San Bernardino**, San Bernardino, CA

- 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

#### COMMUNITY AND CAMPUS INVOLVEMENT

*Student Nutrition Counselor*

**California State University, San Bernardino**, San Bernardino, CA

September 2016 - Present

- Advise students on nutritional principles, dietary plans, and food selection to promote healthy eating habits
- Plan, conduct, and evaluate dietary, nutritional, and epidemiological research

*Executive Officer - Community Advisory Committee*

**Riverside Unified School District**, Riverside, CA

October 2012 - June 2015

- Developed, recruited and organized parents of special needs students in the school district to voice their concerns in the matters pertaining to special education
- Prepared, scheduled and formulated activities to educate parents of special needs students to advocate for their children's education

#### WORK EXPERIENCE

*Executive Assistant - Lumina Family Care*, Riverside CA

July 2004 - Present

*Physical Therapy Assistant - St. Bernadine's Medical Center*, San Bernardino CA

September 1995 - December 2002

#### AWARDS/RECOGNITION

**California State University, San Bernardino**, San Bernardino, CA

May 2016

Highest Department GPA. Department of Health Science

#### AFFILIATIONS

*Vice President - Academy of Nutrition and Dietetics*

September 2014 - Present

*Secretary - Inland District of California Academy of Nutrition and Dietetics*

September 2014 - Present

*Member - American Dietetic Association*

September 2015 - Present

## Combination Resume

A combination resume incorporates components of a chronological and functional resumes. It highlights specialized skills that are relevant to the job you are applying for.

### 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)  
LinkedIn URL

### Education

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

Full degree name Expected: Graduation Month and Year

Institution Name, City, State

(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

### Relevant Coursework

- List the name of the completed coursework

### Summary of Qualifications

This section can be bullet points based on professional qualifications developed over the years. Identify 3-5 main qualifications and develop them in greater detail as noted below.

- Summarize qualifications allows you to create a targeted and focused resume
- Many people select three or four qualifications based on the job description
- Qualifications should demonstrate how you can contribute to the company/organization

### Work Experience

Provide your employment history in a brief format to show current or past employment. It is not necessary to describe specific professional duties point-by-point. The above section, called "Summary of Qualifications" is where you showcase professional experience based on the scope of the job.

Job Title

Company, City, State

Date(s) of Employment Month Year - Month Year

### Volunteer Work and Student Involvement

Position Title

Organization, City, State

Date(s) of Employment Month Year - Month Year

### 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

## CODY COYOTE

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### EDUCATION

**Bachelor of Arts, Liberal Studies – Integrated Track; Multiple Subject Credential**  
California State University, San Bernardino, San Bernardino, CA

Expected: March 2018

### RELEVANT COURSEWORK

Early Childhood Development • Child Psychology • Human Development

### SUMMARY OF QUALIFICATIONS

- Dedicated educator committed to creating a classroom atmosphere that is stimulating, encouraging, and supportive for all students
- Enthusiastic program leader with superb leadership and communication skills
- Read, write and speak Spanish fluently
- Easily cultivates trusting and productive relationships with students, parents, teachers, and administration
- Experienced in managing multiple responsibilities simultaneously while providing exceptional customer service
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook

### WORK EXPERIENCE

#### Program Leader

March 2016 - September 2016

Think Together, Rialto, CA

- Collaborated with other staff members to plan and schedule lessons promoting learning and student engagement.
- Tutored children individually and in small groups to help them with difficult subjects
- Taught a class of 20-25 students during after-school hours
- Encouraged students to learn about being safe, respectful, responsible, and how to have a positive learning environment

#### Resource Manager

March 2006 - April 2007

YO Spot Youth Center, San Bernardino, CA

- Collaborated with California State University, San Bernardino to develop a daily tutoring service program and to help clients pursue post-secondary education
- Provided job readiness, educational, and referral services to young adults in San Bernardino County
- Created and oversaw youth development programs in our youth center
- Maintained a caseload of over 35 clients
- Facilitated job readiness workshops to equip clients for the workplace

### VOLUNTEER WORK AND STUDENT INVOLVEMENT

#### Member - National Society of Leadership & Success

May 2014 - May 2016

California State University, San Bernardino, San Bernardino, CA

- Attended meetings to interact with fellow peers in person and via social media in order to cultivate relationships with other individuals within the same major
- Volunteered at a local church to beautify the property and solidify relationships with fellow members

### SKILLS

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