

Sample of a Chronological Resume

Anita Job

195 Binney St. Apt 1403, Some City, CA 90010, Phone: (530)987-6543

Objective: A position working on the design and implementation of computer systems and architectures.

Education: **Massachusetts Institute of Technology**

Bachelor's Degree in Computer Science and Electrical Engineering. Courses include: Structure and Interpretation of Computer Programs, Computational Structures, Software Engineering, Computer System Architecture, Compiler Design and Implementation, and other major and non-major related courses.

Experience: **Permabit, Inc. Principal Software Engineer, December 2000–present**

Projects include the design and implementation of:

- Not currently available.

Conexant Systems. Senior Software Engineer, March 2000–December 2000

Maker Communications was acquired by Conexant Systems in March, 2000.

Maker Communications. Software Engineer, November 1998–March 2000

Projects include the design and implementation of:

- Device drivers for custom hardware under Linux, Solaris, and VxWorks.
- Kernel debugging and testing for FreeBSD and VxWorks.

ICE. Software Engineer, October 1995–November 1998

Projects include the design and implementation of:

- Porting and enhancement of uC/OS RTOS for Philips TriMedia chip.
- 1 EISA and 3 PCI device drivers for custom hardware under Windows NT.
- Data visualization tool using MFC and C++.

Independent Computer Consulting and Programming, June 1993–present

Private work for individuals and companies, including:

- NT device driver for medical equipment monitoring system.
- Windows database under Paradox 4.5.

Cambridge Group. Programmer, January 1995–October 1995

Helped develop WWW home page, including CGI script development, page creation, and layout design. Joined other projects as needed.

Eagle Scout.

References: Available upon request.

A Chronological Resume

The Chronological resume is the most traditional and standard resume format. The word "Chronology" means "time", and what you'll be doing in a chronological resume is summarizing your work experience and education by time period, listing your most recent experiences first.

Advantages

- Emphasizes steady employment (no job-hopping) and career growth.
- This format emphasizes prestigious employers.
- It is more familiar to interviewers and is the most widely and accepted resume format.
- It's the easiest resume format to write—employment dates are usually listed first, from present to past, followed by job title, then name of organization, city and state.

Disadvantages

- Because the format highlights dates, it will quickly show an employer things like gaps in employment and frequent job changes. If you have one or more of these situations, a chronological resume may not be best for you.
- It is difficult to show employers the "themes" which run through your experience – such as customer service experience.