

# Chronological Resume

Name may be 2 pts. larger than the rest of the text on the resume

**MIA JOBSEEKER**

Keep resume to one page, unless you have extensive relevant experience. If more than 1 page, your name and page number should be on top of each page, starting with page 2. Ex: M. Jobseeker, p.2

Address (City, state and zip code)  
LinkedIn URL (Optional)

Make sure to use a professional email address and voicemail message

Phone Number  
mia.jobseeker@elcamino.edu

Font size: 10-12  
Font Styles: Times New Roman, Arial or Cambria

## OBJECTIVE (OPTIONAL)

To obtain a position as an Associate Teacher at El Camino Child Care Center

## SUMMARY OF QUALIFICATIONS (OPTIONAL)

- Highly motivated with over 3 years of experience working with young children
- Languages: Proficient in Spanish language written and verbal skills
- Creative individual who enjoys coordinating activities that stimulate children's physical, emotional, intellectual, and social growth

## EDUCATION

### Associate of Arts in Child Development

El Camino College, GPA 3.0

Expected June 20XX

### Relevant coursework: (OPTIONAL)

Child Growth and Development

The Home, The School, The Community

Care and Education for Infants and Toddlers

Music and Movement for Young Children

Language Arts for Young Children

Introduction to Children with Special Needs

## EXPERIENCE

List relevant coursework by course titles (not numbers) in order of relevance.

### After-School Counselor

Happy Kids School and Camp, Gardena, CA

- Plan and coordinate extra-curricular activities for 20 five-to twelve-year olds
- Organize fundraisers, field trips, and guest-speakers
- Administrative duties: payroll, accounts billing, deposits

September 20XX- Present

2-5 bullets (action statements) per job description- All resume bullets should begin with an action verb in the correct tense

### Teacher Assistant

Sunshine Preschool, Hawthorne, CA

- Supervised and planned age-appropriate activities for 24 preschool children
- Participated in weekly staff meetings and meetings with parents, encouraging a cooperative atmosphere
- Completed child assessments for adequate service and referral

June 20XX-July 20XX

### Customer Service Representative

Cellular Phone Company, Los Angeles, CA

- Assessed client needs and resolved concerns in a fast-paced environment
- Managed sales amounts of over \$15,000 daily
- Awarded Sales Representative of the Month twice, March 20XX and December 20XX

August 20XX-May 20XX

Use bold text in moderation and avoid italics

## CERTIFICATIONS (OPTIONAL)

Associate Teacher Permit (20XX)

CPR Certified (20XX)

You can also have a section for honors or activities instead of certifications

Adjust all margins between 0.5" to 1.0"