



COLLEGE OF BUSINESS

Chronological Resumes


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RESUME COMPONENTS

- **Title (contact information)**
- **Objective (Optional)**
- **Professional Profile (Recommended)**
- **Education**
- **Course Work**
- **Work or Professional Experience**
- **Activities/Organizations/Volunteer Work** 

TITLE

- **List contact information on top**
- **Include current and/or permanent address, phone number, email**
- **Can include webpage and facebook but make sure it's appropriate for employers**



OBJECTIVE

- **One or Two Sentences**
 - **Focused and Precise**
 - **Role, Industry, Specific Position**
 - **Objective is optional**
- “To obtain an internship opportunity with Wells Fargo Financial that will utilize my education and extensive customer service experience”**



PROFESSIONAL PROFILE

- **Summary of strengths, key areas of expertise, and/or core competencies**
- **Purpose is to showcase specific skills/strengths that are unique to “you”**
- **Help sharpen the focus of the resume**
- **No more than 5-7 bulleted points**
- **Helps tailor resume to specific position**
- **Avoid unsubstantiated fluff**



EXAMPLES

- **Dynamic and versatile project/program management executive with 15+ years of leadership and business management expertise gained from positions of increasing responsibility in both the US Navy and the private sector.**
- **Creative outside-the-box thinker who approaches strategic development with innovative vision, high ethical standards, unsurpassed work ethic, and ability to communicate effectively across management levels and disciplines to build highly effective cross-functional teams.**
- **Goal-driven achiever with strong organization skills who performs as both versatile individual and team player with ability to quickly assess, comprehend, and manage customer relations while upholding company values.**
- **Technically proficient, enthusiastic new computer-science graduate who possesses comprehensive, practical knowledge of latest hardware and programming technologies, along with expertise in multiple software applications.**



EDUCATION

Colorado State University, Fort Collins, CO

May 20XX

Bachelor of Science, Business Administration

GPA X.XX

Concentration: Marketing

Minor: Spanish

- **Dean's Honor Roll**

2008 – 2009

- **No high school after first semester freshman year**
- **Study Aboard goes in Education**



RELATED COURSE WORK

- **Provides connection between knowledge and application**
- **Showcases functional interests**
- **Demonstrates capabilities**
- **Outline specific projects /case studies completed in course**
- **Do not list out all business courses taken**



WORK EXPERIENCE

- Include co. name, job title, employment dates (mo/yr), and major accomplishments
- List experiences starting with most current experience
- Use action verbs when describing accomplishments
- List accomplishments in bullet format rather than paragraph format
- Avoid discussing job duties or responsibilities
- Be specific, clear, and honest
- All work is relevant - Four year window



EXAMPLE

Sales Associate

April 20XX – June 20XX

The GAP

- **Met sales goals through utilization of customer service and continuing product knowledge**
- **Adapted risk management and merchandise loss procedures to achieve minimal loss**
- **Handled cash transactions with 100% accuracy**

Marketing and Promotions Intern

October 20XX– June 20XX

Colorado Eagles Pro Hockey, LLC

- **Ensured proper set up and coordination of volunteers in game day promotion preparation**
- **Restructured inventory lists and created proposals to assist with corporate sponsorship process**
- **Developed a strong understanding of the implementation of advertising in sports marketing**
- **Created over 30 new marketing pieces to increase game attendance**



ACTIVITIES/ORGANIZATIONS/ VOLUNTEER WORK

- **Employers looks for well-rounded individuals**
- **List all campus activities, professional organizations, and volunteer work**
- **Format needs to be consistent with other categories**



REFERENCES

- **Do not worry about stating “references upon request” on your resume**
- **References should be listed on a separate document**
- **Utilize the same title “look” as the top of your resume for the reference page**



ADDITIONAL TIPS

- **No bizarre graphics, photos, slang, or catch phrases**
- **No incorrectly spelled words**
- **No more than one page unless:**
 - **are a non-traditional student (Master's)**
 - **have lot's of experience**
- **Ensure resume has focus**
- **No exaggerating or lying**
- **Needs to be accomplishments-driven**



Additional Examples

- **Summit Guide**
- <http://www.biz.colostate.edu/career/>
- [http://www.quintcareers.com/resume
_samples.html](http://www.quintcareers.com/resume_samples.html)



Example

R. Louis Green

847 University Blvd., Apt. 3, Syracuse, NY 13244
 Phone: (315) 555-3214 -- Cell: (315) 555-3834
 Email Address: rgreen@syracuse.edu

Profile

Creative problem-solver and marketer, who can see big picture while never losing sight of details that deliver results.

- Motivated team player with demonstrated talent for deploying research and organizational skills toward analyzing, upgrading, and streamlining complex marketing processes for improvement opportunities.
- Enthusiastic self-starter who can boost productivity, cut costs, foster efficiency, and ensure profitability.
- Goal-driven achiever with strong organizational skills, detail orientation.

Education

Bachelor of Science: Business Administration
 Syracuse University, Syracuse, NY
 Major: Marketing Minor: Information Technology

May 2007
 Overall GPA: 3.89 Minor GPA: 4.00

Experience

Computer Lab Manager

Syracuse University, Division of Information Technology, Syracuse New York

August 2007 - present

- Manage team of five assistants in 30-desk-top lab.
- Develop solutions for all aspects of lab usage.
- Ensure safety and security in the lab.
- Serve as key member of IT management solutions team.

Marketing Specialist

Manlius Temporary Services, Manlius, NY

May 2004 - May 2007

- Functioned as versatile team player with ability to quickly assess, comprehend, and manage new business scenarios, customer groups, and product types.
- Played key role in the development, rollout, and management of numerous marketing campaigns for a variety of employers, including:
- Carrier Corporation: Marketing Assistant in brand development department
- University Hospital Home Care Services: Marketing Assistant in public relations department
- Orangemen Products Company: Marketing Assistant in marketing department

Awards and Honors: Syracuse University, Syracuse, NY

- Outstanding Marketing Senior Award
- Beta Gamma Sigma - Business Honor Society
- Dean's List
- Who's Who Among American College Students
- Phi Eta Sigma - Freshman Honor Society

May 2007
 August 2003 – May 2007
 August 2003 – May 2007
 May 2006
 August 2005 – December 2006

CAREER INFORMATION

- www.career.colostate.edu
- **Contact Melissa Luna, Career Center Liaison for the College of Business, at**
 - 970-491-0706 or email melissa.luna@colostate.edu

