



CHRONOLOGICAL RESUME | **TEMPLATE** | PAGE ONE

1. NAME

[Consider distinguishing your name by font type or size.]

Address

City, State, Zip Code

Phone number [Choose your best contact number.]

E-mail address [Make sure that your e-mail address is professional.]

2. EDUCATION

Degree, Year

[Full degree name. No abbreviations. If you have not yet graduated, you can put “Anticipated” before the year.]

Institution Name, City, State

[Only include GPA if you have a 3.5 or above. Include years on the Dean’s list. If more than one degree, list the highest degree first. If you do not have any work experience, consider listing course work completed. Do not include high school unless it is distinguished or an art school. Fashion designers: include mentors in this section.]

3. PROFESSIONAL EXPERIENCE

Job Title [Consider making this bold.]

Dates of Employment

Company [Consider underlining to distinguish.] *City, State*

- [Put dates in chronological order and to the right side margin of the page.]
- [Use Bullet points to list your duties for organization.]
- [List duties with Action Words, be specific and measurable; highlight accomplishments and achievements.]
- [List at least three accomplishments or duties.]
- [You may or may not use periods after your duties. It is most important to be consistent in your formatting/style.]

4. EXPERIENTIAL EDUCATION

Course Name/Project Title

Dates of Coursework

Institution Name [Consider Underlining to distinguish] *City, State*

[Often, undergraduate students do not have professional experience. Adding a section about relevant coursework/projects during school is an important category to show skills, abilities, and experience to employers.]

- [Use Bullet points to list your design project duties for organization.]
- [List project duties with Action Words, be specific and measurable; highlight accomplishments and achievements.]
- [List at least three accomplishments or duties.]
- [You may or may not use periods after your duties. It is most important to be consistent in your formatting/style.]



5. VOLUNTEER EXPERIENCE

[List any relevant volunteer work/projects.]

Volunteer Title

Dates of Volunteering

Name of Volunteer Organization City, State

[You can either list duties or not list duties.]

6. SKILLS

[List skills in order of proficiency and/or relevance to your field of study/job you are applying to. To save space and make it easy for employers to read, consider listing skills in columns, using bullet points for separation instead of using a paragraph or vertical list.]

- Adobe Photoshop
- Adobe Illustrator
- 3-D Studio Max
- Pattern drafting
- Photography
- Microsoft Office

7. AWARDS/RECOGNITION

[List scholarships, school awards, design competition awards, or anything relevant to the position applying to.]

Official Scholarship Name, Institution Name, City, State

Date Received

8. AFFILIATIONS

[List names of any professional organizations you belong to which are relevant to the position and write out the organization name and then the acronym.]

American Institute of Graphic Arts, AIGA

Dates of Membership

[To save space, you can list multiple affiliations in the same format as "Skills."]



CHRONOLOGICAL RESUME | SAMPLE

Jane Doe

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Los Angeles, CA 90045
310-999-9999
janedoe@gmail.com
www.janedoedesigns.com

EDUCATION

Bachelor of Fine Arts in Communication Arts, emphasis in Graphic Design
Otis College of Art and Design, Los Angeles, CA

Anticipated 2010

EXPERIENTIAL EDUCATION

Otis Goes Green – Global Green USA

Otis College of Art and Design, Los Angeles, CA

- Created packaging for Global Green using only eco-friendly materials
- Collaborated with classmates to establish green program for Otis designers to promote environmentally safe design practices
- Submitted Otis project to local Green Design Show and won 2nd place overall in the competition

08/09-12/09

EXPERIENCE

Graphic Design Intern

A Boutique Design Firm, El Segundo, CA

- Assisted five person design studio with editing promotional products to be used in 2012 product launch
- Worked with design team to develop three new logo concepts for “XYZ Company” utilizing InDesign
- Managed overseas client design requests based on branding vision while maintaining excellent customer service
- Participated in company-wide intern activities including, professional development, software updates, and company staff meetings

01/09 - 05/09

Office of Career Services - Student Graphic Designer

Otis College of Art and Design, Los Angeles, CA

- Answered phones and provided assistance to students, staff, faculty, and campus guests
- Conceptualized and developed 2012 re-branding of Career Services Department
- Designed logo and all resources utilized by Office of Career Services for students and employers
- Created all marketing materials including posters, digital invitations, and promotional materials for all department special events

09/07 - 01/09

VOLUNTEER

Student Volunteer

AIGA Design Conference, Memphis, TN

- Answered questions over a three day conference for 100+ attendees at registration table
- Assisted Jim Smith, CEO of “XYZ Company,” by creating presentations graphics
- Responsible for catering coordination and logistical set-up of company luncheon for 25+ guests

08/09

SKILLS

Adobe InDesign • Adobe Photoshop • Adobe Illustrator • Dreamweaver • Adobe Flash • Microsoft Office
Macintosh OS X • Microsoft Windows • Print design • Freehand Drawing • Packaging Design • Typography

AWARDS

Ahmanson Foundation Undergraduate Scholarship recipient

03/09

AFFILIATIONS

American Institute of Graphic Arts, AIGA

2010 - Present