

How to build a Chronological Resume



ALAMO TECHNICAL INSTITUTE

Skills Today. Success Tomorrow.

What a Resume Actually Is..

- A resume is a marketing document
- **It is designed to:**
 - Pass ATS Screening
 - Be scanned quickly by recruiters
 - Earn an interview
- **It is not:**
 - A complete job history
 - A biography
 - A list of responsibilities



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How Resumes are used in Hiring

1. ATS Software scans and ranks resumes
2. Recruiters scan top ranked resumes (6-30 seconds)
3. A small group is selected for interviews

Key Point: Your resumes job is to pass steps 1 and 2



Applicant Tracking System (ATS)

- Software used by employers to manage applications
- Scans resumes before humans see them
- Ranks resumes based on relevance

ATS LOOKS FOR:

- Job title match
- Keywords from the job posting
- Relevant experience
- Clean formatting
- Matches requirements and qualifications



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Applicant Tracking System (ATS)

Do

- Match your skills to requirements and qualifications
- Match job language
- Use simple formatting

Don't

- Use graphics or text boxes
- Hide keywords
- Upload image-heavy PDF's



Resume Writing Best Practices

- 2 pages maximum
- 10-12 point font
- Black text only
- One font throughout
- Use bold text sparingly



Chronological Resume Format

- Contact information
- Summary of Qualifications
- Work Experience
- Volunteer Experience (optional)
- Education / Training / Certifications



Work Experience – Achievement Statements

- Start with action verbs
- Describe how you did the work
- End with outcome or impact
- Avoid task lists

Metrics add credibility - Use:

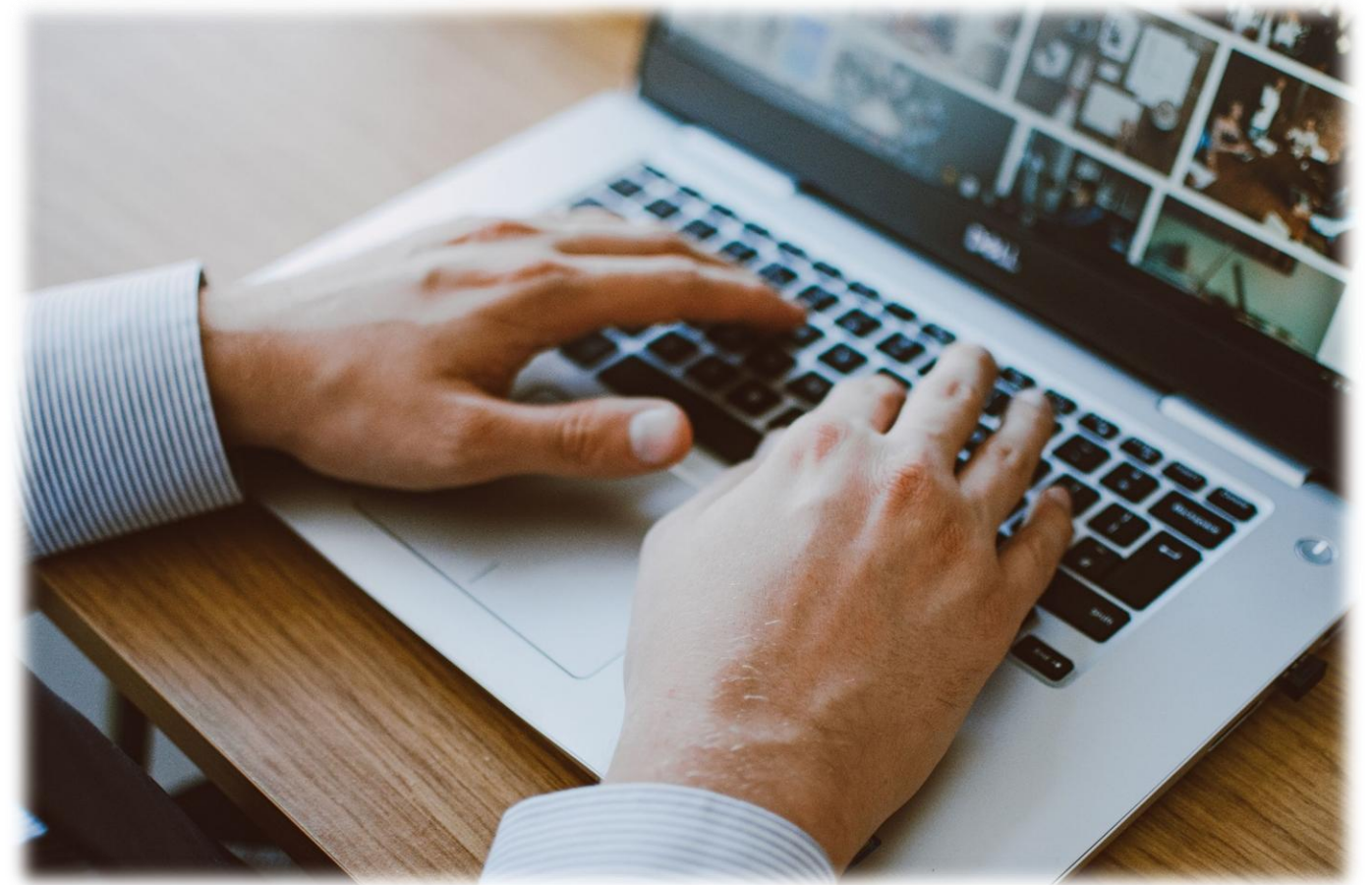
- Numbers
- Volume
- Frequency
- Scope
- Estimates are acceptable if honest



Education / Training / Certifications

- Degree or program
- Institution (university, college, training provider)
- You do not need to include graduation dates
- Only include dates if you are currently in the training
- Licenses
- Workforce programs
- Industry credentials
- Relevant coursework if needed

Ensure these are **relevant** to the role



Always Proof Your Resume Carefully

Review your resume in this order

1. Take a break, you worked hard
2. Organization of content
3. Mechanics and consistency
4. Spelling and grammar
5. Read bottom to top
6. Have someone else review



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ATI Career Services
can assist you with your Resume

Contact Career Services
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