

**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. Ex: M. Lopez, p.2

1234 Matador Lane  
Northridge, CA 91330

Make sure to use a professional email address and voicemail message

(323)XXX-XXXX  
mia.job.01@my.csun.edu

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

**OBJECTIVE**

To obtain a position as a Case Manager at the Child & Family Guidance Center

**SKILL SUMMARY**

- 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**

**Bachelor of Arts in Sociology concentration in Social Welfare** May 20XX  
California State University, Northridge (CSUN), GPA 3.0

If you do not have relevant work experience then list relevant coursework, projects or research

Relevant coursework:  
Social Statistics                      Methods of Research  
Social Psychology                    Culture & Personality

**Associate of Arts in Child Development** June 20XX  
West Los Angeles College (WLAC), Culver City, California

**EXPERIENCE**

**After-School Counselor**

Canyon Kids School and Camp, Woodland Hills, CA

September 20XX-present

- 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

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

**Teacher Assistant**

CSUN Preschool Laboratory, Northridge, CA

June 20XX-July 20XX

- 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

**Customer Service Representative**

Cellular Phone Company, Los Angeles, CA

August 20XX-May 20XX

- 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

**TRAINING AND CERTIFICATION**

CPR for the Professional Rescuer (20XX)

Use bold text in moderation and avoid italics

Adjust all margins between 0.5" to 1.0"