

Building a Chronological Resume

Directions:

Read the passage below on the life and times of Joe Fox. When you finish, underline all of the items that should be included in a chronological resume for Joe and identify what sections they would be grouped in.

Scenario:

Joe Fox is seventeen years and three months old. He was born on a farm outside of Stayton, Oregon. His family moved to Silverton, Oregon when he was four. He is a senior at Silverton High School and has maintained a 3.41 GPA throughout his high school career. He has completed various coursework including physical science, biology, and agriculture science and technology classes.

Joe has a good understanding of animal management and enjoys farm work; from fixing equipment to working with others on the job. He has been in FFA for three years and is currently serving as the chapter president. After school, Joe also enjoys attending youth group and playing on the SHS Varsity Basketball team.

Joe started lifting weights over a year ago and is now six feet tall and weighs 185 pounds. He has worked on the farm for his neighbor, Mr. Brown, for over a year and a half and now wants to apply for a new job as a farm hand for a farmer across town. He has been dating a girl names Sue Silver for about six months. She is a cute blonde and her father is the school principal, Mr. Silver. Sue's address is 104 Main Street, Silverton, Oregon 97381; her phone number is (503) 873-1111. Joe's address is 105 Cherry Street, Silverton, Oregon 97381. His phone number is (503) 873-1234 and his email is joe.fox@gmail.com. Joe started saving for college when he was four years old and plans to attend Oregon State University in the fall after his graduation, which is estimated for June of 2014.

Comment [JF1]: Contact Information

Comment [JF2]: Education

Comment [JF3]: List in Education if GPA is above a 3.0

Comment [JF4]: List coursework that is applicable to the job you are applying to

Comment [JF5]: Summary of Qualifications and Work Experience

Comment [JF6]: School and Community Involvement

Comment [JF7]: School and Community Involvement

Comment [JF8]: Work Experience

Comment [JF9]: Objective

Comment [JF10]: Professional Reference

Comment [JF11]: Contact Information

Comment [JF12]: Education