

Sample Chronological One Page Resume for JPCatholic Students

Your Name

Local address (optional)

Email (gmail preferred)

Cell number (optional)

Objective: (optional). This can be a one sentence statement that is specific to the applied job. Example: University student, majoring in business, looking for part time work at a mid-sized marketing company.

Education:

List John Paul the Great Catholic University, Escondido, CA

Major:

Expected Graduation Date:

List your high school if you are a freshman or sophomore

Experience:

(list paid and unpaid / volunteer work experience)

Job Title

Name of Employer

City and State of Employer

Dates of Employment (month and year)

Brief Description of Duties (2-3 sentences)

Skills:

- Bullet point “hard skills” such as use of Microsoft Office Suite
- Bullet point certifications (CPR / Lifeguard) if appropriate for job
- DO NOT bullet point “soft skills” such as “quick learner” or “team player”

NOTE: You don't need to list references, but make sure you have this information available if asked in person or for a pre-printed application