

## YOUR NAME

Your street address  
City, State, and Zip  
(415) xxx-xxxx

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### OBJECTIVE

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A position as Director of Whatever, focusing on this and that areas.

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### HIGHLIGHTS

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- Number of years experience in work\* at all relevant to the objective above.
  - Credentials or education or training, relevant to this objective.
  - A key accomplishment\*\* that shows you're a "hot candidate" for this job.
  - A strength\*\* or characteristic\*\* of yours, that's important to you and relevant to this job.
  - Something else the employer should know ... a skill\*\*, a trait\*\*, an accomplishment\*\*.
- \*including unpaid work      \*\* reflected in the details below, of course*

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### RELEVANT EXPERIENCE

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199x-present **COMPANY NAME**

***Job Title***

A two-line overview of your essential role in this company, including the kind of products or services you dealt with.

- An accomplishment from THIS job, illustrating a skill needed in the NEW job.
- Another accomplishment from this job, illustrating a skill needed in the new job.
- Another activity from this job, illustrating a skill needed in the new job.

198x-xx **COMPANY NAME**

***Job Title***

A two-line overview of your essential role in this company, including the kind of products or services you dealt with.

- An accomplishment from THIS job, illustrating a skill needed in the NEW job.
- Another accomplishment from this job, illustrating a skill needed in the new job.
- Another activity from this job, illustrating a skill needed in the new job.

198x-xx **COMPANY NAME**

***Job Title***

A two-line overview of your essential role in this company, including the kind of products or services you dealt with.

- An accomplishment from THIS job, illustrating a skill needed in the NEW job:
  - A substatement that elaborates on one step in the process of the accomplishment above.
  - A substatement elaborating on another step in the process of the accomplishment above.

197x-xx **COMPANY NAME**

***Job Title***

A two-line overview of your essential role in this company, including the kind of products or services you dealt with.

- An accomplishment from THIS job, illustrating a skill needed in the NEW job.
- Another activity from this job, illustrating a skill needed in the new job.

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### EDUCATION

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University of So-and-So, Podunk City  
B.A., Basket Weaving, 1989

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## ABOUT THE SOFTWARE

This "Snappy Chronological Resume" template is one of over 20 found in the software package called *ReadyToGo Resumes*, created and published by Yana Parker, author of the best-selling DAMN GOOD RESUME series.\*

READY-TO-GO RESUMES, the software package, is a set of Ms. WORD templates in a variety of formats (chronological, functional, achievement, etc) AND in a variety of graphic styles, providing more diversity and flexibility than virtually any other similar product—AND incorporating the expertise of one of the most respected resume writers in the country.

Included in the package is a disk of templates, plus 48-page manual with hard-copy of all the templates PLUS a resume sample illustrating the use of each one. To Order the entire package send \$39.95 plus \$3.50 shipping, to:  
Yana Parker, P.O. Box 3289, Berkeley CA 94703.

\*Available at bookstores everywhere, and through Ten Speed Press, the books are:

- The Damn Good Resume Guide, 80 pgs, for job hunters and everybody else
- The Resume Catalog: 200 Damn Good Examples, 320 pgs, also for job hunters and everybody else
- Resume Pro: The Professional's Guide, 410 pgs (1993) for entrepreneurs and professionals in the career field (anyone who prepares resumes for OTHER people). \$29.95\*\*

\*\* (Available from the address above. Add \$1.91 book postage or \$4.10 priority mail postage.

For a sample copy of the RESUME PRO NEWSLETTER and an information packet on all of Parker's books and services, write the address above. There is also a recorded-message line 510-540-5876  
Need a live body to answer questions? (510) 658-9229, the author at home-office.  
And America Online: "Yana P"