

# CHRONOLOGICAL RESUME WORKSHEET

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

SUMMARY (Thirty words or less about your employment background, including your scope of responsibilities, industry, skills, and other information.) \_\_\_\_\_  
\_\_\_\_\_

## WORK EXPERIENCE

Employer (#1): \_\_\_\_\_  
City & State: \_\_\_\_\_  
Job title: \_\_\_\_\_ From 19\_\_\_\_ to 19\_\_\_\_  
(write a one- or two-line summary of what you did)

Action verb (e.g., organized, developed), + what you did + outcome or result

- \_\_\_\_\_
- \_\_\_\_\_

Employer (#2): \_\_\_\_\_  
City & State: \_\_\_\_\_  
Job title: \_\_\_\_\_ From 19\_\_\_\_ to 19\_\_\_\_  
(write a one- or two-line summary of what you did)

Action verb (e.g., organized, developed), + what you did + outcome or result

- \_\_\_\_\_
- \_\_\_\_\_

## EDUCATION

School: \_\_\_\_\_  
Location: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Major: \_\_\_\_\_  
Certifications or licenses: \_\_\_\_\_

## PROFESSIONAL TRAINING AND DEVELOPMENT (courses/seminars attended)

- \_\_\_\_\_
- \_\_\_\_\_

SPECIAL AWARDS (optional) \_\_\_\_\_

PROFESSIONAL AFFILIATIONS/COMMUNITY ORGANIZATIONS (optional) \_\_\_\_\_  
\_\_\_\_\_