

**CHRONOLOGICAL RESUME WORKSHEET**  
(To help organize your thoughts)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Objective** \_\_\_\_\_

**Highlights of Qualifications** *(see sample statements in this kit)*

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

**Work/Volunteer Experience** *(start statement with action verbs, see examples in this kit)*

Job Title \_\_\_\_\_ Company \_\_\_\_\_  
City, Province \_\_\_\_\_ Date of Employment (Month & Year) \_\_\_\_\_

Main Duties/responsibilities

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

Job Title \_\_\_\_\_ Company \_\_\_\_\_  
City, Province \_\_\_\_\_ Date of Employment (Month & Year) \_\_\_\_\_

Main Duties/responsibilities

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

Job Title \_\_\_\_\_ Company \_\_\_\_\_  
City, Province \_\_\_\_\_ Date of Employment (Month & Year) \_\_\_\_\_

Main Duties/responsibilities

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