

## Chronological Resume Worksheet

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

**Employment Objective: See attachment for examples**

\_\_\_\_\_

\_\_\_\_\_

### **Education / Training**

- ✓ If you graduated from high school or received GED, list your school name, city, state and what your curriculum was (i.e. general academics, general business, college prep etc).
- ✓ If you attended college (business, vocational, etc) list school name, city and any course(s) taken. Did you receive a degree or certificate?
- ✓ If you received specific trainings through employers, list the names of the training(s) and the name of the company you were working for at that time.

### **High School**

**Begin**

\_\_\_\_\_  
Month/Year

\_\_\_\_\_  
Name of School, City, State

**End**

\_\_\_\_\_  
Major / Curriculum

\_\_\_\_\_  
Month/Year

\_\_\_\_\_  
Degree / Certificate

### **College**

**Begin**

\_\_\_\_\_  
Name of School, City, State

\_\_\_\_\_  
Month/Year

\_\_\_\_\_  
Major / Curriculum

**End**

\_\_\_\_\_  
Month/Year

\_\_\_\_\_  
Degree / Certificate