

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) _____
