

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) _____

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- _____
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- _____
- _____
- _____