

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

Month/Year

Major / Curriculum

Degree / Certificate

College

Begin

Month/Year

Name of School, City, State

Major / Curriculum

End

Month/Year

Degree / Certificate