



Chronological Resume Worksheet

This is a general format. Actual content and layout will vary. Not all items are required or necessary.

Name _____

Address _____

Phone _____

Fax _____

Email _____

EMPLOYMENT OBJECTIVE (Optional) _____

SUMMARY (Optional— can include on cover letter)

WORK EXPERIENCE

Employer, City, State _____

Job Title _____

Dates _____

Responsibilities/Accomplishments/Skills _____

Employer, City, State _____

Job Title _____

Dates _____

Responsibilities/Accomplishments/Skills _____

Employer, City, State _____

Job Title _____

Dates _____

Responsibilities/Accomplishments/Skills _____

EDUCATION _____

LICENSES AND CERTIFICATIONS _____

AWARDS _____

PROFESSIONAL MEMBERSHIPS _____



Resumes and Cover Letters