

# 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

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

**End**

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

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

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

**Continuing Education**

**Begin**

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

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

**End**

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

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

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

**Other Education/  
Specific Trainings**

**Begin**

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

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

**End**

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

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

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

**Work History**

- ✓ What is/was your job title? List dates you were employed by them (month/year). What is/was the employer/company name? What city and state are they located in? Give a detailed listing of what you did on that particular job regardless of how simple it may sound. Do not assume that people will know your duties based on your job title. The information you provide may include a keyword that a potential employer is looking for. Start with your most current or most recent. Include military experience.

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name of Company

**Begin**

**End**

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

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

\_\_\_\_\_  
City, State

**Job Duties:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Job Title**

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**Name of Company**

**Begin**

**End**

---

**Month/Year**

---

**Month/Year**

---

**City, State**

**Job Duties:**

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**Job Title**

---

**Name of Company**

**Begin**

**End**

---

**Month/Year**

---

**Month/Year**

---

**City, State**

**Job Duties:**

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---

**Job Title**

---

**Name of Company**

**Begin**

**End**

---

**Month/Year**

---

**Month/Year**

---

**City, State**

**Job Duties:**

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---

**Job Title**

---

**Name of Company**

**Begin**

**End**

---

**Month/Year**

---

**Month/Year**

---

**City, State**

**Job Duties:**

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**Skills / Abilities**

- ✓ List highlights that will let a potential employer know more about you. ( i.e. What are you really good at? Do you require minimal supervision? Are you punctual? Do you take pride in your work? What special machines, equipment and/or computer programs can you use?

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**References**

- ✓ Make a list of at least three references.
- ✓ Always ask the person you are listing if it is okay for you to use them as a reference.
- ✓ List the person’s name; address (home or work depending on the person’s preference); city, state, and zip code; telephone number (home or work depending on the person’s preference); and a job title if available.

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**Reference Name**

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**Title**

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**Address**

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**City, State, Zip**

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**Area Code & Phone Number**

---

**Reference Name**

---

**Title**

---

**Address**

---

**City, State, Zip**

---

**Area Code & Phone Number**

---

**Reference Name**

---

**Title**

---

**Address**

---

**City, State, Zip**

---

**Area Code & Phone Number**