

# WORKSHEET #1-CHRONOLOGICAL RESUME FORMAT

---

(Name)

---

(Phone)

---

(Email)

---

## HEADLINE

---

## PROFESSIONAL PROFILE

---

---

---

## SKILLS

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## WORK EXPERIENCE

---

(Most recent company)

---

(City, State)

---

(Overall dates employed)

---

(Most recent Position Title)

---

(Dates of recent position)

---

(Job Responsibilities)

- \_\_\_\_\_  
(Accomplishment statement from this job)
- \_\_\_\_\_  
(Accomplishment statement from this job)
- \_\_\_\_\_  
(Accomplishment statement from this job)
- \_\_\_\_\_

(Accomplishment statement from this job)

•

\_\_\_\_\_  
(Accomplishment statement from this job)

\_\_\_\_\_  
**(Previous company)**

\_\_\_\_\_  
**(City, State)**

\_\_\_\_\_  
**(Overall dates employed)**

\_\_\_\_\_  
**(Position Title)**

\_\_\_\_\_  
**(Dates of recent position)**

\_\_\_\_\_  
(Job Responsibilities)

•

\_\_\_\_\_  
(Accomplishment statement from this job)

•

\_\_\_\_\_  
(Accomplishment statement from this job)

•

\_\_\_\_\_  
(Accomplishment statement from this job)

•

\_\_\_\_\_  
(Accomplishment statement from this job)

•

\_\_\_\_\_  
(Accomplishment statement from this job)

### **EDUCATION AND TRAINING**

\_\_\_\_\_  
(Degree or Areas Studied)

\_\_\_\_\_  
(School, City, State)

### **AWARDS/PROFESSIONAL AFFILIATIONS/VOLUNTEER ACTIVITIES (if appropriate)**

•

\_\_\_\_\_

•

\_\_\_\_\_

•

\_\_\_\_\_