

# Chronological Resume Worksheet

Here's a straightforward format to help you start the process. Fill information in the blanks as it should appear on the resume.

**YOUR NAME**

**Address, City, State, Zip Code - Phone Number - Professional E-mail**

**OBJECTIVE**

*An **objective** informs the potential employer of the **position** you are applying for and the **skills** which you would like to utilize. It should be specific and not "abstract." An objective is **optional**—especially with a cover letter. A "Summary of Qualifications" may be a better option depending on your resume strategy. See examples.*

Ex. "Dedicated individual seeking to utilize public relations skills in a rehabilitative medical practice."

**EDUCATION** (Typically, the highest degree conferred is listed before any certification. See examples.)

\_\_\_\_\_  
Degree Level and (degree or certification program)

\_\_\_\_\_  
Name of school

\_\_\_\_\_  
Location of school (city & state)

*Make sure your text lines  
up neatly with the margins  
and spaces are even*

\_\_\_\_\_  
Date of completion

\_\_\_\_\_  
Degree /Certification

**EXPERIENCE** (List employers most recent to past, including any internships.)

\_\_\_\_\_  
Job title or intern

\_\_\_\_\_  
Location of employer (city & state)

\_\_\_\_\_  
Name of employer

\_\_\_\_\_  
Dates (year)

▪ Action verb/Descriptive line \_\_\_\_\_

▪ \_\_\_\_\_

▪ \_\_\_\_\_

*Under **each** employer, list 3-4  
descriptive lines about  
accomplishments; skills, used, learned  
or developed as well duties performed.  
Use action verbs and quantify your  
results.*

\_\_\_\_\_  
Job title or intern

\_\_\_\_\_  
Location of Employer (city & state)

Name of employer

Dates (year)

- Descriptive line \_\_\_\_\_
- Descriptive line \_\_\_\_\_

*For example: PC/software, technical and special language skills can go here.*

**ADDITIONAL SKILLS OR EXPERIENCE**

- \_\_\_\_\_
- \_\_\_\_\_

**PROFESSIONAL ACTIVITIES -AFFILIATIONS AND DEVELOPMENT**

- \_\_\_\_\_
- \_\_\_\_\_

*List any professional organizations you are in and the date of your involvement. As well as professional development that maybe related to the position for which you are applying to.*

**COMMUNITY SERVICE/VOLUNTEER ACTIVITIES/AWARDS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Ex. Volunteer organization      Brief sentence stating what you did

*For instance, if you chair a committee in your neighborhood or are the treasurer of a group/organization, these are the kinds of things that can go in this section. If you choose to include religious or political affiliations here—highlight what you did as oppose to who you did it for, and make sure that it is relevant to the position*

Review finalized resume samples to see how it can all come together! When typed, the resume should typically be 1-2 pages depending on your relevant experience, education, and the type of job you are seeking. Good luck!

