

# Chronological Resume Template

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Objective:** \_\_\_\_\_

**Experience:**

\*Employers are expecting 10 years of work history. Experience should be listed chronologically beginning with your most recent employer first.

\_\_\_\_\_ Title, Company, Location \_\_\_\_\_

Date Description of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Title, Company, Location \_\_\_\_\_

Date Description of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Title, Company, Location \_\_\_\_\_

Date Description of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Title, Company, Location \_\_\_\_\_

Date Description of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_ Title, Company, Location \_\_\_\_\_  
Date Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Title, Company, Location \_\_\_\_\_  
Date Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Title, Company, Location \_\_\_\_\_  
Date Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education:

\*Education should be listed chronologically beginning with the most recent institution first. If you are in the process of completing a degree or certificate program indicate your expected graduation date.

\_\_\_\_\_ Diploma or Degree \_\_\_\_\_  
Date Institution, Location, GPA (if 3.0 or better) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Diploma or Degree \_\_\_\_\_  
Date Institution, Location, GPA (if 3.0 or better) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Diploma or Degree \_\_\_\_\_  
Date Institution, Location, GPA (if 3.0 or better) \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_ Diploma or Degree \_\_\_\_\_  
Date Institution, Location, GPA (if 3.0 or better) \_\_\_\_\_  
\_\_\_\_\_

## Skills:

\*This section is optional. This is your opportunity to list any additional skills that you bring as a potential employee. This section may also be moved elsewhere if it would be to your benefit to highlight these skills.

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

## Qualifications:

\*This section is optional. This section is helpful if the job you are applying for has very specific hiring qualifications. This is also where you will list any certifications, licenses, credentials etc. This section may be moved to the top to highlight your qualifications and grab potential employers' attention.

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

## Honors & Affiliations:

\*Set yourself apart from other candidates by listing your honors, scholarship awards and affiliations.

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

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