

Name _____ Period _____ Date _____

Chronological Résumé Template

Name

Address

City, State, Zip

Telephone number

Email address

Objective:

List your job objective (name of job applying for)

Education:

School name

Date you graduated

Course you have taken in high school which pertain to the job you are applying for

Experience:

Job title

Company name

City, State

Job description

Dates of employment

(List all previous work experiences, most current listed first)

Skills:

List all work skills you possess (use action words)

Honors/awards/extra curricular activities/service learning:

Using action words, list all honors and awards. Also list all extracurricular activities and service learning projects you have been involved in.