

# Chronological Resume Worksheet

Your Name
Address
City, State zip code
(Area code) Phone number
e-mail address

## Objective:

Position as...

## Education:

College
City, State
name of degree, major, year awarded or anticipated
list GPA if over 3.0
include other coursework if relevant to your objective

## Work Experience: (list most recent job first)

job title
name of organization
city, state
• action word phrase to describe duties or accomplishments
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## Skills:

i.e.	list specific computer proficiencies
	foreign language proficiencies

Optional elements (include if relevant to objective)

## Affiliations:


## Honors/Achievements:


## Volunteer Experience:
