

CHRONOLOGICAL RESUME TEMPLATE

[Your Name]

[Street address, City, State, Zip/Postal Code]

Email | Phone

OBJECTIVE: Define what your goals are in a brief paragraph and why you are a fit for a specific position.

SKILLS & ABILITIES: List specific skill sets and additional information such as technology used.

EXPERIENCE: Chronologically list your previous jobs, starting with the most recent position first.

Job Title **Company Name**

Dates From – To

Insert core responsibilities and key accomplishments

Job Title **Company Name**

Dates From – To

Insert core responsibilities and key accomplishments

Job Title **Company Name**

Dates From – To

Insert core responsibilities and key accomplishments

School Name, **Location**

Degree

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

Reference Name, **Title**
Company
Contact Information

Reference Name, **Title**
Company
Contact Information