

CHRONOLOGICAL RESUME WRITING WORKSHEET

(Use this worksheet to record your information and then type it on a computer)

(NAME)

(STREET ADDRESS)

(CITY, STATE, ZIP)

(PHONE NUMBER)

(E-MAIL ADDRESS)

OBJECTIVE: _____
(Type of job you are applying for)

SUMMARY
(Your top 3 to 4 strengths or qualities)

- _____
- _____
- _____
- _____

EDUCATION

Name of degree (or diploma if high school), followed by name and city/state of school and month/year of graduation or anticipated graduation

ACTIVITIES/HONORS/MEMBERSHIPS (OPTIONAL)

- _____
- _____
- _____