CHRONOLOGICAL RESUME WORKSHEET

By William S. Frank. Excerpted from www.careerlab.com

Name (First, Middle Initial, I	Last)					
Street Address City, State, Zip Code						
E-mail Address						
Headline, e.g., Physician E Researcher	xecutive, or Physician-Attorr	ney, or Physician				
6-12 Core Competencies						
-						
С	AREER SUMMARY (Optional	, Seldom Used)				
(20-30 Words)						

Professional Experience (Print this page several times, once for each employer.)

Company/Practice Name	City, State	Dates (Yrs)
Company /Practice Facts (Size, Industry	y, Products, Revenues, Stoo	ck Symbol, Website)
Title		
Summary of Duties and Responsibilities	s (10-30 Words)	
** Work results and accomplish	ments go in this section, 3-	12 per job_
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Education

(List highest degree first, then others in descending order by date)

Degree	Major/Specialty	School	City, State	Graduation Date	
Degree	Major/Specialty	School	City, State	Graduation Date	
Degree	Major/Specialty	School	City, State	Graduation Date	
Degree	Major/Specialty	School	City, State	Graduation Date	
	Те	chnical Tra	aining / Short Co	ourses	
Board Certifications					
			Licensure		
	Profe	essional Af	filiations / Mem	berships	
Office He	ld	Name of	f Organization	Dates	
Member Name of O		Organization	Dates		
Member		Name of	Organization	Dates	

Other headings to be used as your background dictates:

Advisory Boards
Publications / Peer Reviewed Papers / Popular Articles
Lectures/Speaking Engagements/Presentations
Community Activities
Bicultural Experience
Honors and Awards
Computer Skills