

CHRONOLOGICAL RESUME WORKSHEET

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

Name (First, Middle Initial, Last)

Street Address

City, State, Zip Code

C: Cell Phone | W: Work Phone | H: Home Phone | F: Fax Number

E-mail Address

Headline, e.g., **Physician Executive, or Physician-Attorney, or Physician Researcher**

6-12 Core Competencies

CAREER SUMMARY (Optional, Seldom Used)

(20-30 Words)

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

Technical Training / Short Courses

Board Certifications

Licensure

Professional Affiliations / Memberships

Office Held	Name of Organization	Dates
Member	Name of 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**