## CHRONOLOGICAL RESUME TEMPLATE

# Your Name

Street Address • City, State, Zip • (xxx) xxx-xxxx

OBJECTIVE A position as Director of Whatever.

## **HIGHLIGHTS** • Number of years work experience <u>relevant</u> to the objective above.

- Credentials or education or training, relevant to this objective.
- A key accomplishment\*\* that shows you're a "hot candidate" for this job.
- A strength\*\* of yours, that's important to you and relevant to this job.
- Something else the employer should know; skill\*\* or trait\*\*

#### PROFESSIONAL EXPERIENCE

| 19xx-present | Job Title                 |
|--------------|---------------------------|
|              | COMPANY NAME, City, State |

- An accomplishment from *this* job that illustrates a skill needed in the *new* job.
- An accomplishment from *this* job that illustrates a skill needed in the *new* job.
- An accomplishment from *this* job that illustrates a skill needed in the *new* job,.

# 19xx-xx Job Title

COMPANY NAME, City, State

- An accomplishment from *this* job that illustrates a skill needed in the *new* job.
- An accomplishment from *this* job that illustrates a skill needed in the *new* job.
- An accomplishment from *this* job that illustrates a skill needed in the *new* job.
- **EDUCATION** B.A., Your Major, Your college, City, State (*include graduation date*)

#### PROFESSIONAL AFFILIATIONS

**TIONS** Member, Your Professional Group, City, State