Chronological Resume

Name

Address
Phone & E-mail

Objective: *the title of the job you want goes here*

Highlights:

- *Here you put about 5 points*
- *that you feel*
- *the employer*
- *will be most interested to hear*
- *about you.*

Employment History: *(start from most recent and work back)*

Job Title, Company, Location year started – present (if still working there)

Skill Group Title (ie Organizational Skills)

- *a bullet list*
- *of your job duties & responsibilities*
- *accompanied where ever possible*
- *by achievements or results*
- *"saved the company $500,000"*
- *related to the skill group title*
-

Skill Group Title (ie Communication Skills)

- *a bullet list*
- *of your job duties & responsibilities*
- *accompanied where ever possible*
- *by achievements or results*
- *"saved the company $500,000"*
- *related to the skill group title*

etc

Job Title, Company, Location year started – year finished
Skill Group Title

- *try and come up with different skills group titles for different jobs*
- *if not possible, at least come up with different skills*
- *no repetition*

Education & Training: *(start with most recent and work back)*

Degree or certificate name, *institution where it was acquired year of graduation*
Grade 12, *name of high school etc only required if no subsequent education has been acquired*

References available upon request