

Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

## Sample Chronological Résumé Template

### **Heading**

Name

Address

City, State, Zip

Telephone number

Email address

### **Objective:**

List your job objective (name of job applying for)

### **Education:**

School name

Date you graduated

Course you have taken in high school which pertain to the job you are applying for

### **Experience:**

Job title

Company name

City, State

Job description

Dates of employment

(List all previous work experiences, most current listed first)

### **Activities:**

Using action words, list all honors and awards. Also list all extracurricular activities and service learning projects you have been involved in.

### **Summary of Skills:**

List all work skills you possess (use action words)

### **References:**