

SAMPLE – Chronological resume worksheet

Most employers prefer a chronological form of resume, since it makes it easy for them to spot work continuity and determine what knowledge and skills were used in what positions. Since most employers now accept and even prefer online applications, keep the format of your resume simple and straightforward. Use this worksheet to help you gather your personal information. Skip any sections that are not relevant to you or the position you are seeking.

Contact Information

Name

Street Address, City, State, Zip Code

Home telephone number, cell phone number

Email address

Objective (ensure that the job title and duties here match the job description)

Provide a brief description of the job and job environment for which you are applying.

Example: Seeking executive-level Administrative Assistant position in an organization geared to communications, marketing, or fundraising.

Qualifications

Use this section if you wish to call attention to specific strengths, especially those that match the job description. This section is useful for listing knowledge and skills that are transferable between all jobs.

Example: 10 years successful experience in client service, able to multitask in deadline oriented environments, highly proficient in the use of relational databases.

Experience (list relevant work experience, but keep resume to 2 pages maximum)

Do not simply list job responsibilities. Focus on accomplishments and results. Use quantitative information when appropriate.

Examples: Handled all payroll and personnel transactions for a department of 14 faculty and 43 staff; Developed four-hour training program in fire safety that was presented to 450+ operations employees; Increased student satisfaction by creating an orientation FAQs list for 300 first-year students; Reduced unit budget by 2% by developing website to replace marketing brochures.

Job Title 1

Company Name; Department

City, State

Dates of Employment (Month/Year to Month/Year)

List main accomplishments and job responsibilities using active language

-
-
-
-

Job Title 2

Company Name; Department

City, State

Dates of Employment (Month/Year to Month/Year)

List main accomplishments and job responsibilities using active language

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-
-
-

Job Title 3

Company Name; Department

City, State

Dates of Employment (Month/Year to Month/Year)

List main accomplishments and job responsibilities using active language

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-
-
-

Job Title 4

Company Name; Department

City, State

Dates of Employment (Month/Year to Month/Year)

List main accomplishments and job responsibilities using active language

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-
-
-

Education, Training, Professional Development

List degrees; date received; name of institution, city, state
Special accomplishments and/or awards

Example: B.S., Business Administration; 1981; Rutgers University; New Brunswick, NJ
Graduated with honors

List names of specialized training; date completed; name of institution, city, state

Example: Diploma; 2002; Middlesex County Technical/Vocational School, School of
Construction Technology; New Brunswick, NJ

List names of professional development workshop/program; date completed; name of institution,
city, state

Example: Communicator Certificate Program; June 2008; Rutgers University, University Human
Resources; New Brunswick, NJ

Certifications and Licenses

List names of certifications/licenses; current status; name of granting agency or organization

Example: Certified Right to Know Trainer; June 2008 active; New Jersey Department of
Environmental Protection; Trenton, NJ

Computer Literacy

List computer environments with which you are familiar: PC, MAC, Linux, UNIX, etc.

List public computer software with which you have proficiency: Word, Access, internet, email.

List proprietary computer software with which you have proficiency (identify what it is to
outsiders): RIAS Oracle-based purchasing system, SAKAI course management system.

Military

Branch of service, rank, rate, year separated

Security clearance if any

Decorations, awards, accomplishment, special abilities, if any

Professional and Community Affiliations (only list those that are job related and pertinent)

Professional organizations to which you belong in your current job

Examples:

Secretary, Rutgers Chapter of American Council on Education Network

Member, American Society for Training and Development

Professional organizations to which you belong based on personal interests or education

Examples:

Public Relations Society of America, graduate student member

Literacy Volunteers of America

Community affiliations that show skills that are job relevant (shown in parentheses)

Examples:

Local humane society fundraiser (fundraising, client contact)

PTA president (leadership and supervisory experience, planning and organizing events)

Board of Education member (leadership and negotiation skills, budgeting skills)

Toastmasters (public speaking skills)

Special Abilities (only list those that are job related and pertinent)

Examples:

Trilingual in English, Spanish, and Portuguese

Fluent in American Sign Language

Yoga instructor (pertinent to jobs where stress management is important or where knowledge could be passed along to others; e.g., student services positions)