



CHRONOLOGICAL RESUME WORKSHEET

llecompte@mytpl.org
985-876-5861, Option 2

NAME AND CONTACT INFORMATION

Name _____
Home Address _____
City, State, and Zip Code _____
Phone Number with Description (home, cell, etc) _____
Alternate Phone with Description (home, cell, etc) _____
Email Address _____
Any Other Appropriate Means of Contact _____

JOB OBJECTIVE

EDUCATION AND TRAINING

**When putting a high school, skip the Degree/Diploma Name line. It is unnecessary.
Remember to use the school's full name.
Put more diplomas/degrees if you have others, especially if they apply to the position.**

HIGHEST LEVEL/MOST RECENT EDUCATION OR TRAINING

Degree/Diploma Name _____
Institution Name _____
City and State _____
Years Attended _____
Related Achievements or Awards _____

SECOND HIGHEST LEVEL/ SECOND MOST RECENT EDUCATION OR TRAINING

Degree/Diploma Name _____
Institution Name _____
City and State _____
Years Attended _____
Related Achievements or Awards _____

THIRD HIGHEST LEVEL/ THIRD MOST RECENT EDUCATION OR TRAINING

Degree/Diploma Name _____
Institution Name _____
City and State _____
Years Attended _____
Related Achievements or Awards _____

WORK EXPERIENCE

MOST RECENT POSITION

Job Title(s) _____
Business Name _____
Location (only if applying in a different city/state) _____
Dates Employed _____
Job Description, Skills (including equipment and software used), Achievements _____

SECOND MOST RECENT POSITION

Job Title(s) _____
Business Name _____
Location (only if applying in a different city/state) _____
Dates Employed _____
Job Description, Skills (including equipment and software used), Achievements _____

THIRD MOST RECENT POSITION

Job Title(s) _____
Business Name _____
Location (only if applying in a different city/state) _____
Dates Employed _____
Job Description, Skills (including equipment and software used), Achievements _____

ANY OTHER WORK EXPERIENCE

Latest Year Employed in These Jobs **Prior to** _____

Brief description of any related work experience (with or without job title[s]) _____

VOLUNTEER EXPERIENCE

Put more volunteer experience if you have others that apply to the position.

Volunteer Title/Position (if possible) _____

Location of / Event / Organization offering Volunteer Work _____

Dates (optional) _____

Brief Description (optional) _____

Volunteer Title/Position (if possible) _____

Location of / Event / Organization offering Volunteer Work _____

Dates (optional) _____

Brief Description (optional) _____

PROFESSIONAL ORGANIZATIONS

Put more professional organizations if you have others that apply to the position. FIRST

ORGANIZATION

Organization Name _____

Member Title (if possible) _____

Dates Active _____

SECOND ORGANIZATION

Organization Name _____

Member Title (if possible) _____

Dates Active _____

SKILLS (not just personal traits)

List any applicable skills _____

CERTIFICATIONS

Put more certifications if you have others that apply to the position.

CERTIFICATION 1

Certification Title _____

Institution Name _____

Date Received _____

CERTIFICATION 2

Certification Title _____

Institution Name _____

Date Received _____

ACCOMPLISHMENT/AWARDS (Professional, Academic, Etc.)

Put more accomplishments/awards if you have others that apply to the position.

Accomplishment 1 (including organization awarded from, any applicable statistics, brief detail)

Accomplishment 2 (including organization awarded from, any applicable statistics, brief detail)

Accomplishment 3 (including organization awarded from, any applicable statistics, brief detail)

OTHER

REFERENCES

REFERENCE 1

Reference's Name _____

Reference's Job Title (optional) _____

Reference's Contact _____

REFERENCE 2

Reference's Name _____

Reference's Job Title (optional) _____

Reference's Contact _____