

Chronological Resume Format

Legal Name

Street Address

City, State, Zip

Phone with area code

Professional email

EDUCATIONAL BACKGROUND (list present to past)

Name of degree/certificate/license

Date graduated

Name of granting institution, City, State

EMPLOYMENT HISTORY (list present to past; last 5 jobs or last 10 yrs)

Job Title

Dates employed

Name of Organization, City, State

- _____
- _____
- _____
- _____

Job Title

Dates employed

Name of Organization, City, State

- _____
- _____
- _____
- _____

Job Title

Dates employed

Name of Organization, City, State

- _____
- _____
- _____
- _____

Job Title

Dates employed

Name of Organization, City, State

- _____
- _____
- _____
- _____

REFERENCES (professional references only)

First/Last Name, Relationship to you

Name of Organization, Job Title

Full street address

City, State Zip

Phone

Email