

## **Chronological Resume Outline**

### **YOUR FULL NAME**

Your street address

City, State, Zip Code

Area Code + Phone Number

Email

### **SUMMARY / SKILLS**

#### **EXPERIENCE**

Company Name, City, State    Month Year – Month Year

Job Title

- A key accomplishment or responsibility in this job
- Another key accomplishment or responsibility
- Another key accomplishment or responsibility

Company Name, City, State    Month Year – Month Year

Job Title

- A key accomplishment or responsibility in this job
- Another key accomplishment or responsibility
- Another key accomplishment or responsibility

Company Name, City, State    Month Year – Month Year

Job Title

- A key accomplishment or responsibility in this job
- Another key accomplishment or responsibility
- Another key accomplishment or responsibility

#### **EDUCATION & TRAINING**

Degree/Certificate, Name of Institution, City, State

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