**Chronological Resume Template 1**

## Full name

### Contact telephone number Email address , LinkedIn URL

Profile

### List (point form, or paragraph, in third person) your *relevant* experience, background, education, skills (include languages and computers) as well as achievements.

Professional Experience *[List your jobs and volunteer work from the last 10-15 years; start with the most recent job you have held]*

**Job title, *Name of the employer,* location year -year**

*[Indicate if it was volunteer]*

* Description of activities and responsibilities, starting with a verb (e.g. Organised…)
* Description of activities and responsibilities, starting with a verb (e.g. Organised…)
* Description of activities and responsibilities, starting with a verb (e.g. Organised…)
* Description of activities and responsibilities, starting with a verb (e.g. Organised…)

**Job title, *Name of the employer,* location year -year**

***[Indicate if it was volunteer]***

* Description of activities and responsibilities, starting with a verb (e.g. Organised…)
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**Job title, *Name of the employer,* location year -year**

***[Indicate if it was volunteer]***

* Description of activities and responsibilities, starting with a verb (e.g. Organised…)
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**Job title, *Name of the employer,* location year -year**

**[Indicate if it was volunteer]**

* Description of activities and responsibilities, starting with a verb (e.g. Organised…)
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* Description of activities and responsibilities, starting with a verb (e.g. Organised…)

**Your name, email and contact phone number page 2**

**Job title, *Name of the employer,* location year -year**

**[Indicate if it was volunteer]**

* Description of activities and responsibilities, starting with a verb (e.g. Organised…)
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### Education and Training *[Start a list of the highest and most recent qualifications you have and end with high school. No need for dates, unless it’s a recent upgrading.*

### Name of course or degree, Name of School

### Name of course or degree, Name of School

|  |  |
| --- | --- |
| **Chronological Resume Template 2**  • | |
| **PROFILE** | |
|  | |
| **EXPERIENCE** | |
| **-** |  |
|  | |
| **-** |  |
|  | |
| **-** |  |
|  | |
| **-** |  |
|  | |
| **EDUCATION** | |
| **-** |  |
|  | |
| **ADDITIONAL CONTENT (add a heading and content relevant to job. i.e. Community Involvement, Awards and Certificates, Publications)** | |
|  | |

**Functional Resume Template 1**



|  |  |
| --- | --- |
| FIRST LAST  *JOB TITLE OR CAREER AREA* | (555) 555-5555  [email@xyz.com](mailto:email@xyz.com) |

*Profile* 2 or 3 sentence profile

.

*Skills* **Skill 1**

* Skill/key accomplishment
* Skill/key accomplishment
* Skill/key accomplishment

**Skill 2**

* Skill/key accomplishment
* Skill/key accomplishment
* Skill/key accomplishment

**Skill 3**

* Skill/key accomplishment
* Skill/key accomplishment
* Skill/key accomplishment



*Experience* **Company Name** year – year

Job Title

**Company Name** 2002-2005

Job Title



*Education* **College or University** year-year

Name of Degree (i.e.BA, Business Management)

Magna Cum Laude



**Functional Resume Template 2**

## Full name

**Contact telephone number Email address , LinkedIn URL  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Headline

Profile

### List (point form, or paragraph, in third person) your *relevant* experience, background, education, skills (include languages and computers) as well as achievements.

Relevant Accomplishments

**Main Skill Set**

• An accomplishment that illustrates how you used this skill

* An accomplishment that illustrates how you used this skill
* An accomplishment that illustrates how you used this skill

**Another Skill Set**

• An accomplishment that illustrates how you used this skill

* An accomplishment that illustrates how you used this skill
* An accomplishment that illustrates how you used this skill

**Another Skill Set**

• An accomplishment that illustrates how you used this skill

* An accomplishment that illustrates how you used this skill
* An accomplishment that illustrates how you used this skill

**A SPECIAL KNOWLEDGE AREA** (*or skill set – depending on job requirements*)

• A list of equipment or processes you’re familiar with, related to this area.

* An accomplishment that illustrates how you used this skill
* An accomplishment that illustrates how you used this skill

**Relevant Experience**

|  |  |  |
| --- | --- | --- |
| **Job Title** | COMPANY NAME, City | 20xx - present |
| **Job Title** | COMPANY NAME, City | 20xx – xx |
| **Job Title** | COMPANY NAME, City | 19xx – xx |
| **Job Title** | COMPANY NAME, City | 19xx – xx |
| **Job Title** | COMPANY NAME, City | 19xx – xx |

**Education and Training**

Degree or classes or credentials

**Combination Resume Template 1**

Name

Address, Telephone, Email

Headline

Profile

3 or 4 sentences or points

Skills & Abilities

SKILL TITLE (I.E., Management, sALES, COMMUNCIATIONS, LEADERSHIP)

* List skill/accomplishments
* List skill
* List skill

sKILL tITILE

* List skill
* List skill
* List skill

skill title

* List skill
* List skill
* List skill

Experience

**JOB TITLE, COMPANY, DATES FROM-TO**

This is the place for a brief summary of key responsibilities and accomplishments.

**JOB TITLE, COMPANY, DATES FROM-TO**

This is the place for a brief summary of key responsibilities and accomplishments

**JOB TITLE, COMPANY, DATES FROM-TO**

This is the place for a brief summary of key responsibilities and accomplishments

Education

**DEGREE, SCHOOL, DATE EARNED**

* Major

**DEGREE, SCHOOL, DATE EARNED**

* Major