

Chronological Resume Worksheet

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Job Title Applying For: _____

Knowledge, ability, or experience you possess that demonstrates you have what the employer is looking for:

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Please list the last 5-15 years of work experience starting with the most recent:

Company name & city/state:

Dates worked:

Job title:

(What did you do on this job? Be specific).

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Chronological Resume Worksheet, cont.

Company name & city/state:

Dates worked:

Job title:

(What did you do on this job? Be specific).

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Company name & city/state:

Dates worked:

Job title:

(What did you do on this job? Be specific).

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Chronological Resume Worksheet, cont.

Company name & city/state:

Dates worked:

Job title:

(What did you do on this job? Be specific).

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Education:

School name & city/state:

Diploma/degree received:

Please turn in completed worksheet to the Workforce Center Front Desk to have your resume typed up and saved to your Connecting Colorado profile.