



## 7.0.6 Chronological Resume Template

**[Your Name]**

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

### **Career Objective/Professional Summary**

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"[Describe your career goal/Summarize top qualifications]."

### **Work Experience**

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[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

### **Education**

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[Dates of attendance] [School Name] [City, ST]

"[Degree Obtained]"

### **Other Skills/Experience**

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- "[Describe Skill/Experience]"
- "[Describe Skill/Experience]"