

## CHRONOLOGICAL RESUME WORKSHEET

*By William S. Frank. Excerpted from [www.careerlab.com](http://www.careerlab.com)*

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Name (First, Middle Initial, Last)

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Street Address

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City, State, Zip Code

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C: Cell Phone | W: Work Phone | H: Home Phone | F: Fax Number

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E-mail Address

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Headline, e.g., **Physician Executive, or Physician-Attorney, or Physician Researcher**

6-12 Core Competencies


### CAREER SUMMARY (Optional, Seldom Used)

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(20-30 Words)

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**Education**

(List highest degree first, then others in descending order by date)

Degree	Major/Specialty	School	City, State	Graduation Date
Degree	Major/Specialty	School	City, State	Graduation Date
Degree	Major/Specialty	School	City, State	Graduation Date
Degree	Major/Specialty	School	City, State	Graduation Date

**Technical Training / Short Courses**

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**Board Certifications**

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**Licensure**

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**Professional Affiliations / Memberships**

Office Held	Name of Organization	Dates
Member	Name of Organization	Dates
Member	Name of Organization	Dates

Other headings to be used as your background dictates:

- Advisory Boards**
- Publications / Peer Reviewed Papers / Popular Articles**
- Lectures/Speaking Engagements/Presentations**
- Community Activities**
- Bicultural Experience**
- Honors and Awards**
- Computer Skills**