

CHRONOLOGICAL RESUME DEVELOPMENT WORKSHEET

INSTRUCTIONS: You may use this form to design and build your chronological resume.

I. CONTACT INFORMATION

Name: Address: (optional) City, State Zip Code Telephone: Email:
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II. QUALIFICATIONS SUMMARY or PROFESSIONAL PROFILE (use this section [II] to gather the information needed to create the PROFILE/SUMMARY in Sections II A. or B)

Job Function(s) –
Years of Experience (cumulative and/or by function) –
Industry or Industries in which I have worked –
3-5 Core Competencies – 1 to 3 <i>hard skills/functional competencies</i> [technical skills directly related to the performance of your position], e.g., financial analysis; 1 to 3 <i>medium skills</i> [those skills that are secondary and supportive of your hard skills], e.g., business or project management skills; 1 to 3 <i>soft or people skills</i> [not directly related to your functional competency, but make you more appealing as a job candidate], e.g., communication and people management skills.
My Personal Work Style (e.g. customer focused, detail oriented)

n.b. Now, use the information developed in the previous section to develop a PROFESSIONAL PROFILE OR QUALIFICATIONS SUMMARY in either a Narrative or Bulleted format as outlined below in Sections A and B.

II. A. Narrative – write a paragraph of 3 to 6 lines that summarizes your experience, skills, abilities and competencies as a job candidate based upon the worksheet completed in Section II on the previous page.

Example: Accomplished **Project Manager** with 7 years of experience in implementing technical and non-technical projects in the Healthcare Industry with budgets of up to \$300,000. Acknowledged as a leader with the ability to build relationships and manage teams effectively. Possess excellent oral and written communications skills. Certified in all current Project Management Methodologies. A team-oriented and organized manager able to lead diverse project teams to successful project completion.

II. B. Bulleted – write 3 to 6 individual bullet-pointed statements that summarize your experience, skills, abilities and competencies as a job candidate based upon the worksheet completed in Section II on the previous page.

Example: **Project Manager** with 7 years of experience in implementing technical and non-technical projects with budgets of up to \$300,000.

- A team-oriented and organized manager able to lead diverse project teams to successful project completion
- Possess excellent oral and written communications skills
- Certified in all current Project Management Methodologies

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III. WORK HISTORY PROFESSIONAL EXPERIENCE/ACCOMPLISHMENTS (List all position held within the last 10 to 15 years in chronological order with most recent job first – use one page for each position, including distinctly different positions within the same company)

(Most Recent Position)

Example of Responsibility: Led several full life-cycle IT projects from inception to completion, including full planning, scheduling and budget management. Managed cross-functional project teams with as many as 15 members who were globally distributed.

Company: _____	City, State: _____
<i>Job Title:</i> _____	Dates of Employment: _____
Experience (Duties and responsibilities required for the position):	

Example of Accomplishment:

- Used superior interpersonal communication and relationship building skills to lead the team to complete the project 3 months earlier than scheduled, saving the company \$50,000

Accomplishments (Beginning with skill verb and ending with result wherever possible):
• _____
• _____
• _____
• _____

(Second Most Recent Position)

Example of Responsibility: Responsible for managing a cross-functional project team comprised of 10 employees representing 3 different operating units.

Company: _____	City, State: _____
Job Title: _____	Dates of Employment: _____
Experience (Duties and responsibilities required for the position):	

Example of Accomplishment:

- Used superior interpersonal communication and relationship building skills to lead the team to complete the project 3 months earlier than scheduled, saving the company \$50,000

Accomplishments (Beginning with skill verb and ending with result wherever possible):
• _____

• _____

• _____

• _____

(Third Most Recent Position)

Example of Responsibility: Responsible for managing a cross-functional project team comprised of 10 employees representing 3 different operating units.

Company: _____	City, State: _____
<i>Job Title:</i> _____	Dates of Employment: _____
Experience (Duties and responsibilities required for the position):	

Example of Accomplishment:

- Used superior interpersonal communication and relationship building skills to lead the team to complete the project 3 months earlier than scheduled, saving the company \$50,000

Accomplishments (Beginning with skill verb and ending with result wherever possible):
• _____
• _____
• _____
• _____

IV. EDUCATION, PROFESSIONAL TRAINING AND CERTIFICATIONS

- _____
- _____
- _____
- _____

V. SPECIALIZED SKILLS/SOFTWARE

- _____
- _____
- _____
- _____

VI. PROFESSIONAL AFFILIATIONS

- _____
- _____
- _____
- _____