

Perry County Job and Family Services

212 S. Main St • PO Box 311 • New Lexington, Ohio 43764
Phone: 740.342.3551 • Toll Free: 1.800.551.3551 • Fax: 740.342.5491

Chronological Resume Worksheet

Name

--

Street Address

--

City, State, Zip Code

--

Area Code & Phone Number

--

Email

--

Employment Objective

High School Education

High School Begin Month/Year	Name of School/Street Address
High School Ends Month/Year	City, State, Zip
High School Diploma	Yes or No

College

Begin Month/Year	Name of School/Street Address
End Month/Year	City, State, Zip
Major	

Vocational/Technical

Begin Month/Year	Name of School/Street Address
End Month/Year	City, State, Zip
Major	

GED/Other Education

Begin Month/Year	Name of School/Street Address
End Month/Year	City, State, Zip
Major	

Work Experience
Start with your most recent employment.

Job Title	Name of Company
Begin Month/Year	Street Address
End Month/Year	City, State, Zip
Phone:	
Job Duties	

Job Title	Name of Company
Begin Month/Year	Street Address
End Month/Year	City, State, Zip
Phone:	
Job Duties	

Job Title	Name of Company
Begin Month/Year	Street Address
End Month/Year	City, State, Zip
Phone:	
Job Duties	

Job Title	Name of Company
Begin Month/Year	Street Address
End Month/Year	City, State, Zip
Phone:	
Job Duties	

Skills/Paid & UnPaid

Military

Branch of Service & Title	Entry Date	Discharge Date
Responsibilities		

Certificates and Licenses

Professional References

Reference Name	Title
Address	Area Code & Phone Number
City, State, Zip	

Reference Name	Title
Address	Area Code & Phone Number
City, State, Zip	

Reference Name	Title
Address	Area Code & Phone Number
City, State, Zip	

Reference Name	Title
Address	Area Code & Phone Number
City, State, Zip	