

Professional Chronological Resume

Personal Information

Full Name

Email Address

Phone Number

Address

Professional Summary

A brief statement about your career objectives and professional profile

Work Experience

Job Title

Company Name

Period

e.g. Jan 2020 - Dec 2022

Responsibilities & Achievements

Job Title

Company Name

Period

e.g. Jan 2018 - Dec 2019

Responsibilities & Achievements

Education

Degree

e.g. B.A. in Economics

School / University

Period

e.g. 2014 - 2018

Degree

School / University

Period

Skills

List your relevant skills

Certifications & Training

Certification / Training, Issuing Organization, Year

References

Name, Title, Company, Contact Details