

Résumé and Correspondence

Chronological résumé

(Name, full addres	ss, telephone number, email address)		
Objective:			
WORK EXPERIENC Job title	CE (most recent first): Employer name/address	Dates employed	
Duties/skills used:			
Job title	Employer name/address	Dates employed	
Duties/skills used:			
Job title	Employer name/address	Dates employed	
Duties/skills used:			
EDUCATION (mc School name	ost recent first): Degree/course of study	Dates (optional)	



Résumé and Correspondence

Functional résumé

(Name, full address, te	lephone number, email address	5)			
SUMMARY OF QUALIFICATIONS:					
SKILLS AND ABILITIES: Skills or abilities #1					
Skills or abilities #2					
Skills or abilities #3					
WORK EXPERIENCE (m Job title	nost recent first): Employer name/address	Dates employed			
Duties/skills used:					
Job title	Employer name/address	Dates employed			
Duties/skills used:					
EDUCATION (most re School name	cent first): Degree/course of study	Dates (optional)			





Résumé and Correspondence

Combination résumé

(Name, full address,	telephone number, email address)	
EMPLOYMENT OBJE	ECTIVE:	
SUMMARY OF QUA	LIFICATIONS:	
WORK EXPERIENCE Job title	(most recent first): Employer name/address	Dates employed
Duties/skills used:		
Job title	Employer name/address	Dates employed
Duties/skills used:		
Job title	Employer name/address	Dates employed
Duties/skills used:		
EDUCATION (most School name	recent first): Degree/course of study	Dates (optional)