

In2work Executive Sourcing



The Chronological Resume

The Chronological resume lists your education and professional memberships in reverse order (e.g. most recent first). This is followed by various employment positions in reverse order.

The advantage of this format is that it presents your background in a clear, straightforward manner. It emphasizes your most recent experience and it enables the reader to review your background quickly.

This is the most common kind of format used in Australia.

Confidential Resume of

Name

PERSONAL DETAILS:

NAME:

ADDRESS:

ACHIEVEMENTS: (Optional)

REASON FOR LEAVING:

PERIOD:

COMPANY:

TYPE OF COMPANY:

POSITION:

RESPONSIBILITIES:

-
-
-

ACHIEVEMENTS: (Optional)

REASON FOR LEAVING:

WORK EXPERIENCE

PERIOD:

COMPANY:

TYPE OF COMPANY:

POSITION:

RESPONSIBILITIES:

-
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Chronological Resume Template

PERIOD:

COMPANY:

TYPE OF COMPANY:

POSITION:

RESPONSIBILITIES:

-
-
-

REFEREES:

ACADEMIC RESULTS: (Attach copy of academic transcript)

Figure 1: Chronological Resume Template