

CHRONOLOGICAL RESUME EXAMPLE

NAME

Mailing address including city, province, and postal code
Phone Number / Email Address

CAREER/JOB OBJECTIVE

Your career/job objective is a statement of your employment goals and an excellent opportunity to convince the employer to read the rest of your resume. Be brief and to the point. Your career objective should relate to the job and company you are applying for.

HIGHLIGHTS OF QUALIFICATIONS

This section includes a short list of skills that are targeted toward your career goals and should also match the job you are applying for.

- Two years of customer experience with proven interpersonal and communication skills
- Excellent writing and research skills developed through academic, as well as, professional experience
- Computer skills: Microsoft Word, Excel, and Power Point
- Fluent in French and English; oral, written, and reading

EDUCATION

20XX-20XX

TITLE OF DEGREE

University attended, City, Province

- Relevant courses or special projects
- Scholarships, awards, Dean's list

WORK HISTORY

20XX- Present

TITLE OF POSITION

Name of Company/Organization, City, Province

Begin with an action verb to *fully* describe what you did. Try connecting your developed skills to the skills of the current job you are applying for. For example:

- Effectively supervise a team of ... which...
- Quickly and efficiently organized ... so that...
- Dynamically trained x number of ...resulting in...

VOLUNTEER WORK

20XX- 20XX

(bi-monthly)

TITLE OF POSITION

Name of Organization, City, Province

- Organized bi-monthly volleyball and basketball tournaments for 20-25 children between the ages of 10-14, ensuring maximum participation and fair play
- Provided support for groups of 2-4 international students upon their arrival to the city and throughout academic school year resulting in well-developed and meaningful friendships

EXTRA-CURRICULAR ACTIVITIES

This section offers an opportunity to supply additional information that may be job-related or demonstrate relevant skills, knowledge, and achievements through varied experiences. This is a section for the employer to see you as a "whole person". Additional headings may also be added or considered: *memberships, community involvement, hobbies and interests ect.*

REFERENCES:

Available upon request.

You should be prepared to provide employers with the names of three individuals you anticipate will comment favorably on your skills and abilities. References can come from employment, volunteer work, and education. Standard practice is to list references on a separate page and provide them only when requested. *Be sure to include: name of person, title of position, name of company, full mailing address, telephone number, and email address.*