

Chronological Resume Template

FIRST & LAST NAME

Home / Apartment / Unit #, City, Province, Postal Code

Mobile:

Home:

Email:

EDUCATION

Honours Bachelor of _____ Degree in (discipline)

Month Year to Month Year

School Name, City, Province

WORK EXPERIENCE

Most Recent Job Title

Dates of Employment (Month and Year)

Company Name, City, Province

- List accomplishments from this experience that best demonstrate your ability to perform specific skills or competencies required for the job.
- Write in the form of an achievement statement: Action verb + Task + Result. Describe what you did, how you did it and why it was important. I.e. Developed and implemented an after school sports program to enhance student success through active tutoring and cooperative sports.
- If possible, incorporate quantifiable information into your statements (percentage (%) increases, number of staff or participants, etc.)
- Employers look for achievement statements because they provide an idea as to how you may be of value to their company. Achievement statements should be written with a specific job in mind. Use the job description as a guideline to help you determine the best skills/competencies to highlight.
- It is typical to see 2-4 achievement statements listed under each work experience in this format. More or less is acceptable depending on the scope and relevancy of your experience.

Customer Service Representative

June 2012 - August 2014

Nutrition House, St. Catharines, ON

- Developed positive client relationships by professionally handling concerns and questions about products and services
- Enhanced leadership skills by mentoring new employees and facilitating employee training workshops
- Acknowledged 3 times as employee of the month for customer service, community involvement and a strong work ethic

VOLUNTEER EXPERIENCE

Volunteer Role

Month Year - Month Year or Present

Company/Agency Name, City/Province

- List accomplishments from this experience that best demonstrate your ability to perform specific skills or competencies required for the job. Use the achievement statement formula listed above.

Smart Start Assistant

Month Year - Month Year

Smart Start, Brock University, St. Catharines, ON

- Assisted with the planning and coordination of a 10 week Smart Start program to help high school students transition from high school to first year studies at Brock University

Name Phone Number Page 2

PROFESSIONAL DEVELOPMENT

Name of Workshop/Training Month Year
Company/Organization, City/Province

Conflict Management Workshop March 2013
A-Z Learning Services, Brock University, St. Catharines, ON

Smart Serve Certificate October 2014
Smartserve.ca, Toronto, ON

CLUBS & MEMBERSHIPS

Role in the Association/Club Years involved
Association Name, City/Province

Member 2012-Present
Canadian Association for Mental Health, Toronto, ON

AWARDS

List Award Name Years Received
Organization Name, City/Province
• List reason for receiving award

Deans Honour List 2011-2014
Brock University, St. Catharines, ON

SPECIAL SKILLS

List fluent languages (written, spoken or comprehension)
• I.e. Speak/Read/Write in French

List specialized skills for your field (i.e. technical skills or artistic talents)
• I.e. Adobe InDesign and Illustrator, Level 8 Pianist

References Available upon Request