

RESUMES – LAYOUT SAMPLES

There is no one 'right' layout when developing a winning resume for your unique bundle of competencies. Included here are four common layout formats. For additional samples and tips on 'how to say it' in your resume drop by the Career Resource Research Centre, request a workshop or check the Career Services website.

Chronological Resume

Actual 'standard' length – two pages

Your Name

Street Address

City, Province, Postal code

Phone (including area code), Alternative or cell phone (including area code)

Email address/website/LinkedIn profile address

Objective

Doing what (specific work tasks) for/with whom (type of industry, client group, area of company)

Qualifications

- *Accomplishment demonstrated in work, volunteering or school similar to that needed by this recruiter.*
- *Scope of accountability successfully carried out, similar to that needed in work targeted.*
- *Level of competency needed for this work that you have achieved through work, volunteering or through a class project.*

Education

Name of Degree (from parchment), Major
Institution

Year graduated
City, Province

- Specific project/assignment, demonstrating depth of knowledge in a particular topic relevant to the work targeted.
- Scope of expertise using specific (lab or other) equipment needed in the work targeted.

Employment

Job Title

20XX – present

Company Name

City, Province

- Activity, task performed illustrating a clear explanation of individual contribution, excellence and results.
- Accomplishment from this job that illustrates a skill important to the job/work targeted by this resume.
 - o A sub-statement elaborating on how accomplishment was achieved.
 - o A sub-statement elaborating on the complexity of the task.

Job Title

20XX – 20XX

Company Name

City, Province

- Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results.
- An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume.

Job Title

20XX – 20XX

Company Name

City, Province

- Event or task undertaken illustrating a clear explanation of individual contribution, excellence and results.
- An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume.

Community Service or Volunteer History

Title/Role

20XX – 20XX

Organization Name

City, Province

- Event or task undertaken illustrating a clear explanation of individual contribution, excellence and results.

Portfolio available

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Your Name
Street Address
City, Province, Postal code
Phone (including area code), Alternative or cell phone (including area code)
Email address/website/LinkedIn profile address

Objective

Doing what (specific work tasks) for/with whom (type of industry, client group, area of company)

Heading #1 (primary skill set for the job above and directly relevant to work tasks)

- Level of ability personally demonstrated through work, school and/or volunteering activities
- Scope of personal competency achieved that is required/desired in the job/work targeted
- Depth/breadth of knowledge or experience in subject areas of relevance to job/work targeted

Heading #2 (another skill set for the job above and directly relevant to work tasks)

- Competency needed/valued for this job/work you have from work, school or volunteering
- Accomplishment achieved at work, school or volunteering that illustrates a skill needed in this job/work

Education

Name of Degree, Major 20XX – present
Institution City, Province
Anticipated graduation year

Name of Degree, Major Year graduated
Institution City, Province

Certifications

Credential 1 (related to work sought) Year received
From where City, Province

Credential 2 (related to work sought) Year received
From where City, Province

Relevant Experience

Job Title 20XX – present
Company Name City, Province

- Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results
- An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume, including related context and details
 - o A sub-statement elaborating on how accomplishment was achieved
 - o A sub-statement elaborating on the complexity of the task

Job Title, Volunteer 20XX – 20XX
Company Name City, Province

- Event or task undertaken illustrating a clear explanation of individual contribution, excellence and results
- An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume, including related context and details

Job Title 19XX – 20XX
Company Name City, Province

- Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results

Additional Experience

Job Title 20XX – 20XX
Company Name City, Province

Job Title 20XX – 20XX
Company Name City, Province



Your Name
City, Province, Postal code
Cell phone
Email address

Profile

Doing what (specific work tasks) for/with whom (type of industry, client group, area of company)

Work History

Job Title	20XX – present
Previous Job Title	20XX – 20XX
Company Name	City, Province

Relevant Skill Heading #1

- Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results.
- An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume.
 - o A sub-statement elaborating on how accomplishment was achieved.
 - o A sub-statement elaborating on the complexity of the task.

Relevant Skill Heading #2

- Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results.
- Event or task undertaken illustrating a clear explanation of individual contribution, excellence and results.
 - o A sub-statement elaborating on how accomplishment was achieved.
- An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume, including related context and details.

Job Title	19XX – 19XX
Company Name	City, Province
• Event or task undertaken illustrating a clear explanation of individual contribution, excellence and results.	

Job Title	19XX – 19XX
Company Name	City, Province

Relevant Skill Heading # 3

- An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume, including related context and details.
 - o A sub-statement elaborating on how accomplishment was achieved.
 - o A sub-statement elaborating on the complexity of the task.

Professional Affiliations

Organization	20XX – present
Executive Position Held	City, Province

Organization	20XX – present
Executive Position Held	City, Province

- Event or task undertaken illustrating a clear explanation of individual contribution, excellence and results.
 - o A sub statement elaborating on the complexity of the task.

Education and Training

Name of Degree, Major	20XX – present
Institution	City, Province
Anticipated graduation year	



Your Name
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Objective

Doing what (specific work tasks) for/with whom (type of industry, client group, area of company)

Education and Training

Name of Degree, Major	20XX – present
Institution	City, Province
Anticipated graduation year	

Credentials/Certifications (related to the work/career sought and currently held; formatted as above)

Experience and Relevant Accomplishments

Skill Set Heading #1 (primary skill set for the job above and directly relevant to work tasks)

- An accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set
 - ▶ A sub-statement elaborating on how achieved or providing context for this skill
- Another accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set
- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution

Skill Set Heading #2 (another skill set for the job above and directly relevant to work tasks)

- An accomplishment from work, school or volunteering that demonstrates using a skill in this skill set
 - ▶ A sub-statement elaborating on how achieved or providing context for this skill
- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution

Skill Set Heading #3 (another skill set for the job above and directly relevant to work tasks)

- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution
- Another accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set

Skill Set Heading #4 (another skill set for the job above and directly relevant to work tasks)

- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution

Work and Community Service History

Job Title	Company Name, City, Province	20XX – present
Job Title	Company Name, City, Province	20XX – 20XX
Job Title, Volunteer	Company Name, City, Province	19XX – 20XX

Professional Affiliations

Organization	Membership since 20XX	Position held
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| • Resumes | • References | • Fairs |