

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

Company Name

20XX – present
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

Company Name

20XX – 20XX
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

Company Name

20XX – 20XX
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

Organization Name

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

Certifications

Credential 1 (related to work sought) From where	Year received City, Province
Credential 2 (related to work sought) From where	Year received City, Province

Relevant Experience

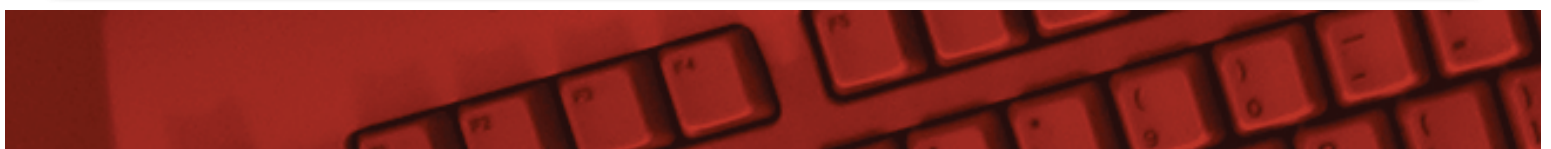
Job Title Company Name • Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results • An accomplishment from this job that illustrates a skill important to the job/work targeted by this resume, including related context and details <ul style="list-style-type: none"> ◦ A sub-statement elaborating on how accomplishment was achieved ◦ A sub-statement elaborating on the complexity of the task 	20XX – present City, Province
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Job Title, Volunteer Company Name • 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	20XX – 20XX City, Province
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Job Title Company Name • Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results	19XX – 20XX City, Province
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Additional Experience

Job Title Company Name	20XX – 20XX City, Province
Job Title Company Name	20XX – 20XX 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.
 - A sub-statement elaborating on how accomplishment was achieved.
 - 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.
 - 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.
 - A sub-statement elaborating on how accomplishment was achieved.
 - 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.
 - 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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City, Province, Postal code

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Email address/website/LinkedIn profile address

Objective

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

Education and Training**Name of Degree, Major**

Institution

Anticipated graduation year

20XX – present

City, Province

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****More Career Services tip sheets on**

- Finding Work
- Cover Letters
- Resumes
- Interviews
- Portfolios
- References
- Launching Your Career
- Career Assessments
- Fairs