

Chronological Résumé Outline

Your name
Street address or box number
City, province, postal code
Email address
Phone number(s) *(include area codes)*

Objective *(optional)*

Describe the type of work you are seeking. (Include this section only if it is not obvious and not described in your cover letter.)

Experience

List any jobs you have done that are relevant to the type of work you are applying for. (You don't have to stop at three.) Describe what you did in each job that required skills similar to those you would need in the new position. List other duties and responsibilities very briefly. Describe your accomplishments (for example, consistently met or exceeded sales targets or service standards; received good feedback from clients or customers). Start each item with active words. For example, "Helped set up..." instead of "Responsible for helping to set up..."

Work title *(optional)*, 20XX–20XX *(most recent first)*
Employer name
City, province *(optional)*
-Relevant responsibilities, skills, duties and accomplishments *(describe in a bulleted list)*

Work title *(optional)*, 20XX–20XX *(second-most recent)*
Employer name
City, province *(optional)*
-Relevant responsibilities, skills, duties and accomplishments *(describe in a bulleted list)*

Work title *(optional)*, 20XX–20XX *(third-most recent)*
Employer name
City, province *(optional)*
-Relevant responsibilities, skills, duties and accomplishments *(describe in a bulleted list)*

Education

List any diploma or certificate programs you have taken. Also list short education, training and professional development courses that relate to the type of work you are applying for.

Name of educational institution, 20XX–20XX
City, province *(optional)*
Diploma, certificate or degree earned; focus of study or training *(optional)*

Name of training or professional development course, Month 20XX

Other *(optional)*

Include sections for any other relevant information—for example, Languages, Awards and Honours, or Hobbies and Interests.