

# CHRONOLOGICAL RESUMES

## FULL NAME

Address

City, Province, Postal Code

Phone Number Email address

Portfolio or LinkedIn URL (optional)

## CAREER OBJECTIVE (Optional)

The objective is your opportunity to highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills make you an excellent candidate.

**The objective should be customized to each particular position.** This section must be clear and well written. Avoid using personal pronouns.

## SKILLS PROFILE

This section should include a short list of relevant skills (approximately 5-7) that are targeted toward the job you are applying for.

- Two years customer service experience with proven interpersonal skills
- Excellent writing and research skills, using a variety of sources such as ...
- Computer skills: Microsoft Word, Excel and WordPerfect
- Fluent in French and English: oral, written and reading

## EDUCATION

### Title of Degree

20xx – 20xx

Carleton University, Ottawa, ON

- Relevant Courses (optional) :
- Title of Thesis/Special Projects (optional):
- Scholarships, awards, Dean's List (if you have 3+ consider listing your awards in its own section titled "Honours & Awards")

## WORK EXPERIENCE

List previous or current positions that are related to the job you are currently seeking in reverse chronological order (i.e. start with most recent and work backwards). Aim for 3-5 bullets per experience. If you prefer to have your relevant work and volunteer experience highlighted together, you can choose to title this section "**Relevant Experience**" followed by another section titled, "Select or Other Professional Experience". If you choose to combine these sections, be sure to specify which positions were volunteer.

### Title of Position

20xx – Present

Name of Company/Organization, City, Province/Country

- Effectively supervised...
- Dynamically trained...
- Quickly and efficiently organized...



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## Title of Position

Summer 20xx

Name of Company/Organization, City, Province/Country

- Researched ... resulting in a successful classroom presentation
- Wrote ... by co-publishing an article on...
- Analyzed ... discovering a computer virus which...

## VOLUNTEER EXPERIENCE (Optional)

This section may be omitted if its content is not relevant. You may also include your volunteer work under your “Extra-curricular Activities” heading. Follow the guidelines used for outlining your “Work Experience” above and include the title of your position, the name of the organization and the dates you were associated with this organization.

## Title of Volunteer Position

20xx-Present

Name of Company/Organization, City, Province/Country

- Include 3-5 bullet points of accomplishment based statements to describe what you did, how you did it, etc.

## APPLIED PROJECTS (Optional)

In this section you can highlight any major projects, assignments, or presentation you may have completed during your studies that have provided you with some practical experience. Discuss the problem or challenge, the technology and technical skills involved, methods used and results obtained.

## Title of Project/Topic

Fall 20xx

Course title (COURSE CODE -optional)/Department, Carleton University, Ottawa, ON

- Include 3-5 bullet points of accomplishment based statements to describe what you did, how you did it, what technologies or techniques you used, etc.

## EXTRA-CURRICULAR ACTIVITIES (Optional)

Can include **current** volunteer work (if not including a volunteer experience section), as well as sports activities, hobbies, club/group memberships. Include your student memberships in professional organizations such as CIPS, IEEE, Commerce Society, etc. Try to avoid listing activities from high school as your list should be **current**. Extra-curricular activities can demonstrate: teamwork skills, leadership abilities (i.e., Club President, Team Captain), time management (i.e., balancing academic and recreational activities), organizational skills (i.e., planning events).

## Title of Extra-curricular position (e.g., Committee Member)

2012-2015

Name of Company/Organization, City, Province/Country

- Include 3-5 bullet points of accomplishment based statements to describe what you did, how you did it, etc.



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