

Sample Chronological Resume – Actual ‘standard’ length - two pages

Your Name

Street Address

City, Province and Postal Code

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

e-mail address

Objective

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

Profile

- Relevant credentials or training, including education (and/or)
- Accomplishment, competency or demonstrated characteristic needed by the receiver of this resume
- Number of years experience in the field or line of work (and/or)
- An *accomplishment desired in the job/work stated in the objective (and/or)
**(reflected in the details below, of course)*

Education

- Degree/Diploma/Certificate, where and when completed/anticipated completion

Related Experience

- | 200X – present | Job Title | Company Name, City, Province |
|--|------------------|-------------------------------------|
| ▪ An accomplishment from this job, that illustrates or documents a skill important to the job/work targeted by this resume <ul style="list-style-type: none">○ A sub-statement elaborating on how achieved or providing context○ Another sub-statement elaborating or providing context | | |
| ▪ A competency demonstrated at this job, desired in the job/work targeted, including scope of personal ability and explanation of individual contribution | | |
| 200X – 200X | Job Title | Company Name, City, Province |
| ▪ An accomplishment from this job, that illustrates or documents a skill important to the job/work targeted by this resume, elaborating and providing context | | |
| ▪ A competency demonstrated at this job, desired in the job/work targeted, including scope of personal ability and explanation of individual contribution | | |
| 199X – 199X | Job Title | Company Name, City, Province |
| ▪ An accomplishment from this job that illustrates or documents a skill important to the job/work targeted in the objective, elaborating and providing context | | |

Other Experience

- | | | |
|-------------------|-----------------------------|-------------------------------------|
| 200X- 200X | Job Title, Part Time | Company Name, City, Province |
| 200X | Job Title, Summer | Company Name, City, Province |
| 199X | Job Title | Company Name, City, Province |

Relevant Professional Associations and Volunteer Experience

- | Membership Since 200X | Organization Name | Position Held/Project |
|---|--------------------------|------------------------------|
| ▪ An accomplishment from this organization, that illustrates or documents a job-needed skill <ul style="list-style-type: none">○ A sub-statement elaborating, providing context and individual contribution | | |
| Membership Since 199X | Organization Name | |
| Dates Involved | Organization Name | Position Held/Project |
| ▪ A competency demonstrated when participating in this organization, desired in the job/work targeted, including scope of personal ability and explanation of individual contribution | | |

Certifications and Training

- Credentials and certifications currently held, related to or valued in the targeted work/job
- Related professional development, courses, conferences, where and when attended

References & Portfolio Available