

There are many different ways that you could organize your resume. While they may need some adjusting to fit your individual needs, below are samples of layouts you could use, and when to use them.

Don't know what to write? Check out our tips on [writing a resume](#).

Chronological resume

- Highlights your work history and professional achievements
- Emphasizes a logical progression from one job to the next in a relevant field/profession
- Each position you have held is a selling point

Who should use it? Job seekers with plenty of experience and achievements that are relevant to the target role.

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First Name Last Name
City, Province | Phone Number | Email Address
LinkedIn (optional) | Portfolio Link (optional)

Key Highlights

- Qualification/Trait/Skill/Experience #1
- Qualification/Trait/Skill/Experience #2
- Qualification/Trait/Skill/Experience #3

Education

Name of Degree - Major **20XX - Present**
Mount Royal University **Calgary, AB**

- Minor (optional)
- GPA (optional, if 3.0/4.0 or above)
- Anticipated graduation date (optional)

Work Experience

Job Title **Month, 20XX - Present**
Company Name **City, Province**

- Skill statement
- Skill statement
- Skill statement

Job Title **Month, 20XX - Month, 20XX**
Company Name **City, Province**

- Skill statement
- Skill statement
- Skill statement

Job Title **Month, 20XX - Month, 20XX**
Company Name **City, Province**

- Skill statement
- Skill statement
- Skill statement

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Extracurricular Activities

Position Title **Month, 20XX - Month, 20XX**
Organization Name **City, Province**

- Skill statement
- Skill statement
- Skill statement

Position Title **Month, 20XX - Month, 20XX**
Organization Name **City, Province**

- Skill statement
- Skill statement
- Skill statement

3-6 bullet points that are relevant to the position or required in the job posting

3-6 *skill statements* each, focusing on the skills, achievements and results of your work responsibilities

2-4 skill statements each, focusing on the skills, achievements and results of your volunteering, athletics, campus activities, community service, etc.

Functional resume

- Highlights skills and qualifications required to perform a job successfully
- Each skill is a selling point
- Also known as a “skill-based” resume

Who should use it? Job seekers with no relevant work experience, or no work experience at all.

Note: This layout type is not as well known to employers as the Chronological or Combination resume. If you have any relevant work experience, consider the Combination Resume.

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First Name Last Name

City, Province | Phone Number | Email Address
LinkedIn (optional) | Portfolio Link (optional)

Highlights of Qualifications

- Qualification/Trait/Skill/Experience #1
- Qualification/Trait/Skill/Experience #2
- Qualification/Trait/Skill/Experience #3

Education & Training

Name of Degree - Major
Mount Royal University

20XX - Present
Calgary, AB

- Minor (optional)
- GPA (optional, if 3.0/4.0 or above)
- Anticipated graduation date (optional)
- Related courses:

Certificate #1

Name of Institution

Month, Year of Completion

Certificate #2

Name of Institution

Month, Year of Completion

Professional Skills

Skill #1 (For example: Data Analysis)

- Skill statement
- Skill statement
- Skill statement

Skill #2

- Skill statement
- Skill statement
- Skill statement

Skill #3

- Skill statement
- Skill statement
- Skill statement

Work Experience

Job Title

Company Name

Extracurricular Activities

Position Title

Organization Name

- Skill statement
- Skill statement

Month, 20XX - Month, 20XX
City, Province

Position Title

Organization Name

- Skill statement
- Skill statement

Month, 20XX - Month, 20XX
City, Province

3-6 bullet points that are relevant to the position or required in the job posting

If you mention related courses, only include relevant ones. Write the name of the course, not the numbers

3-4 categories of relevant skills you have. 3-6 *skill statements* under each category, giving examples of how you gained or demonstrated these skills in practice. Draw upon academic classwork and volunteer experience

Include if you have non-relevant work experience. No skill statements needed

2-4 skill statements each, focusing on the skills, achievements and results of your volunteering, athletics, campus activities, community service, etc.

Combination resume

- A mix of the chronological resume and functional resume
- Highlights both skills and relevant work experience

Who should use it? Job seekers with minimal (1-3 years) related work experience, those with employment gaps or those looking to switch careers.

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First Name Last Name
City, Province | Phone Number | Email Address
LinkedIn (optional) | Portfolio Link (optional)

Core Qualifications

- Qualification/Trait/Skill/Experience #1
- Qualification/Trait/Skill/Experience #2
- Qualification/Trait/Skill/Experience #3

Education

Name of Degree - Major 20XX - Present
Mount Royal University Calgary, AB

- Minor (optional)
- GPA (optional, if 3.0/4.0 or above)
- Anticipated graduation date (optional)

Professional Skills

Skill #1 (For example: Data Analysis)

- Skill statement
- Skill statement
- Skill statement

Skill #2

- Skill statement
- Skill statement
- Skill statement

Relevant Work Experience

Job Title Month, 20XX - Month, 20XX
Company Name City, Province

- Skill statement
- Skill statement
- Skill statement

Additional Work Experience

Job Title Month, 20XX - Month, 20XX
Company Name City, Province

- Skill statement
- Skill statement
- Skill statement

Extracurricular Activities

Position Title Month, 20XX - Month, 20XX
Organization Name City, Province

- Skill statement
- Skill statement
- Skill statement

3-6 bullet points that are relevant to the position or required in the job posting

2-3 categories of relevant skills you have. 3-6 [skill statements](#) under each category telling how you gained or demonstrated these skills in practice. Avoid repeating other parts of your resume

3-6 skill statements each, focusing on the skills, achievements and results of your work responsibilities

2-4 skill statements each, about the skills, results and achievements from jobs that are not relevant to your target role

2-4 skill statements each, about the skills, results and achievements of your volunteering, athletics, community service, etc.

For additional resume help, [book an appointment](#) with Career Services or [request a resume review](#).

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NEED MORE HELP?

Book an appointment with us through [MyCareerHub](#).

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