

RESUMES – Layout Samples

There is no one 'right' layout when developing a winning resume for your unique bundle of competencies. Included here are common layout formats illustrating alternative options to most effectively showcase your experience, wherever you got it. For additional samples and tips on 'how to say it' in your resume, drop by Career Services, request an appointment or submit a resume critique.

Chronological Resume

Actual 'standard' length – 2 pages

Your Name

City, Province, Postal code
 Daytime personal 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 achieved through work, volunteering or class projects.

Education

Name of Degree (from parchment), Major
 Institution

20XX - Present
 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.
- Anticipated Graduation 20YY

Employment

Job Title

20XX – present

Company Name

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.
 - » A sub-statement elaborating on how accomplishment was achieved.
 - » A sub-statement elaborating on the complexity of the task.

Job Title

20XX – 20XX

Company Name

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

20XX – 20XX

Company Name

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

20XX – 20XX

Organization Name

City, Province

- Event or task undertaken illustrating a clear explanation of individual contribution, excellence and results.

Portfolio available

Your Name

City, Province, Postal code
Cell phone (including area code)
Email address/LinkedIn profile address

Objective

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

Education

Name of Degree 20XX
Institution City, Province

Related Class Projects

- Contributed to group project which created XXX by doing YYY and ZZZ.
- Lab research using XXX equipment and processes to identify YYY.
- Independent research project on XXX using (primary research, meta-analysis, etc.) with YYY conclusion (demonstrates a grasp of material relevant to the work problem or job task the employer needs).

Relevant Experience

Job Title 20XX – present
Company Name City, Province

- An accomplishment from this job that illustrates or documents a skill important to the job/work targeted in the objective.
 - » A sub-statement elaborating on how accomplishment was achieved or providing context
- A competency demonstrated, desired in the job/work objective, including scope of personal ability and clear explanation of individual contribution.

Job Title, Volunteer 20XX – present
Organization Name City, Province

- An accomplishment from this experience that illustrates or documents a capability desired in the job/work targeted in the objective.

Job Title, Summer 20XX
Company Name City, Province

- An accomplishment from this experience that illustrates or documents a capability desired in the job/work targeted in the objective.
 - » A sub-statement elaborating on how accomplishment was achieved or providing context

Other Experience

Job Title, Part-time 20XX – present
Company Name City, Province

Job Title, Summer 20XX
Company Name City, Province

Job Title, Volunteer 20XX – 20XX
Organization Name City, Province



Your Name
Street Address
City, Province, Postal code
Daytime personal phone *(including area code)*
Email address/website/LinkedIn profile address

Heading #1 *(primary skill set for the job sought 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 sought 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

Certifications

Credential 1 *(related to work sought)*
From where
Credential 2 *(related to work sought)*
From where

Year received
City, Province
Year received
City, Province

Relevant Experience

Job Title
Company Name

20XX – present
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, including related context and details
 - » A sub-statement elaborating on how accomplishment was achieved
 - » A sub-statement elaborating on the complexity of the task

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, including related context and details

Job Title
Company Name

19XX – 20XX
City, Province

- Role, activity, task performed illustrating a clear explanation of individual contribution, excellence and results

Volunteer Experience

Title / Role
Organization Name

20XX – Present
City, Province

Title / Role
Organization Name

20XX – 20XX
City, Province

Portfolio Available



Your Name

City, Province, Postal code

Cell phone

Email address

Summary

Scope of work, role or industry background illustrating what you have to achieve and of knowledge and specific expertise and most marketable skills that demonstrates how you can contribute/lead.

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 20XX – 20XX
Company Name City, Province

Relevant Skill Heading # 3

- An accomplishment achieved that is related to the job/work targeted, including 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, Member 20XX – present
Executive Position Held 20XX-20XX 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
Institution City, Province