

Chronological Resume Sample

Your Name
Mailing Address
City, Province, Postal Code
Phone, Email

Job Objective

Your employment goal(s). The objective allows the reader of your resume to understand what your career aspirations are and/or why you are interested in applying to a specific position.

Summary of Qualifications

A brief description (typically no more than 5 bullet points) that highlights and captures your most relevant strengths and abilities as it relates to a specific role. Examples include:

- Number of years' experience in the field or line of work
- Relevant credentials, designations, education or training
- An accomplishment that directly relates to the job
- Any "soft" skills that relate to the job, special character traits or working style
- Other relevant facts related to the role to which you are applying (computer programs, languages, etc)

Professional Experience

20xx-pres. *Company Name, City, Province*
Job Title

A detailed description of the duties and responsibilities (using action words and phrases) specific to the role. Highlight your accomplishments by providing examples and results of your actions. Wherever possible use numerical values or facts to emphasize your point. Examples include:

- Effective daily coordination of the departmental calendar (team of 6) in Lotus Notes as well as booking meeting rooms, related equipment and managing catering requests.
- Designed, developed and implemented a new filing system that resulted in 30% decrease in lost files and forms.

20xx-xx *Company Name, City, Province*
Job Title

Repeat as required.

Education

Degree, Major (if relevant), 20xx (optional)
University, City, Province