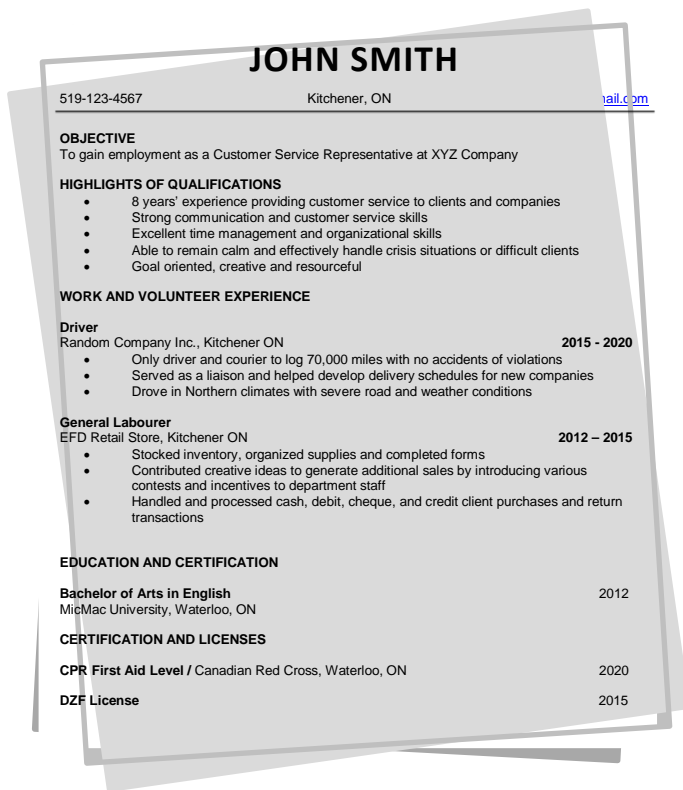


Chronological Resume

The following provides quick tips and tricks for creating a Chronological Resume



RESUMES ARE BEST CREATED ON A BLANK DOCUMENT WITHOUT TEMPLATES WHEN SUBMITTED ELECTRONICALLY



Why a Chronological Resume?

For individuals with consistent employment history or education directly related to specific job objectives.

Typically, this resume lists dates of work experience and education in reverse chronological order.

Not recommended for individuals who are drastically changing careers or have unstable employment history.

Refer to the tips for creating an impactful resume and other handouts for job searching strategies, including interview prep, letter and more at

www.regionofwaterloo.ca/en/living-here/employment-ort.aspx

Already have an electronic resume? Visit and subscribe to our Job Board at <https://jobboard.regionofwaterloo.ca/>

Chronological Resume Example & Quick Tips

JOHN SMITH

fakeemail@gmail.com

Kitchener, ON

Street address/postal code optional
Do not use brackets for area codes

519-123-4567

List key skills and/or accomplishments that relate to the job application

Refer to the job posting for ideas

Start with the number of years of experience

List relevant tasks, duties, skills or accomplishments

Use past tense and action verbs avoid using abbreviations

Try to keep employment history to the last 10 years

Repeat for all relevant positions

List education near the end

Include any relevant training, licenses, or certification

OBJECTIVE ← Insert a sentence about the application's position and company

To gain employment as a Customer Service Representative at XYZ Company

HIGHLIGHTS OF QUALIFICATIONS

- 8 years' experience providing customer service to clients and companies.
- Strong communication and customer service skills.
- Excellent time management and organizational skills.
- Able to remain calm and effectively handle difficult clients.
- Goal oriented, creative and resourceful.

WORK AND VOLUNTEER EXPERIENCE

Dates **MUST** be in chronological order (starting with the most recent position and education)

Driver

Random Company Inc., Kitchener, ON

2015 – 2020

- Only driver and courier to log 70,000 miles with no accidents or violations.
- Served as a liaison and helped develop delivery schedules for new companies.
- Drove in Northern climates with severe road and weather conditions.

General Labourer

EFD Retail Store, Kitchener, ON

2012 – 2015

- Stocked inventory, organized supplies and completed forms.
- Contributed creative ideas to generate additional sales by introducing various contests and incentives to department staff.
- Handled and processed cash, debit, cheque, and credit client purchases and return transactions.

EDUCATION AND CERTIFICATION

Bachelor of Arts in English

2012

MicMac University, Waterloo ON

CERTIFICATION AND LICENSES

CPR First Aid Level C

2020

Canadian Red Cross, Waterloo ON

DZF License

2015



Do not attach copies of references, diplomas, transcripts or abstracts unless requested employers will request if required.

Be consistent with formatting dates, punctuations, spacing, font, and bullets.

Include your contact info on each page consistent with the first page of your resume (Name, City/Province, Phone Number and Email).

Save a copy of the resume to WORD or PDF.

Try to keep the resume concise and focused on key selling points related to the job – when in doubt refer to the job posting for ideas and wording!

Other Information to Include on a Resume

Community and Volunteer Activities

(If not included with your Work Experience)

- Volunteer activities are seen in a very positive light by employers.
- May reflect company's own community values.
- Demonstrates an ability and willingness to assist others.
- May show valuable experience, even supervisory experience.
- Can be included under Work or Relevant Experience to support or emphasize this area.

Interests and Hobbies

- Only when relates to the objective.

Optional Resume Headers

Accomplishments
Achievements
Areas of Effectiveness
Awards
Business Website
Career Objective
Education
Education and Training
Educational Background
Employment History

Employment Background
Goal
Highlights of Qualifications
Job Goal
Job Objective
Job Target
Objective
Personal Attributes
Professional Background
Professional Experience

Professional Memberships
Professional Profiles
Publications
Relevant Experience
Results Achieved
Service to Community
Training and Certification
Volunteer Experience
Work Experience
Work History

When writing skills and accomplishments use the same words from the job postings and descriptions



Consider creating a link to your **professional profiles** such as LinkedIn or your business website. Remember to keep it business related, not your personal Facebook and social media sites!



Basic Blank Chronological Template – remember the resume needs to be TYPED not handwritten when submitting for jobs!

Use the same header for Cover Letter, Resume and References!

(First and Last Name)

(Address/Postal Code - Optional)

(City, Province)

(Phone Number)

(Email Address)

OBJECTIVE

When creating your resume do not add the tips, lines and items in brackets

HIGHLIGHTS OF QUALIFICATIONS (7-9 points)

- _____
- _____
- _____
- _____

WORK AND VOLUNTEER EXPERIENCE

Repeat section for all relevant skill sets and change skill headers to fit your abilities – refer to the chart and job posting for ideas.

(Company/Organization, City & Province)

(Start Date to End Date – or to Present if currently employed)

(Job Title/Position)

- _____
- _____
- _____

(Examples of job tasks, duties, and responsibilities – Highlight relevant skills and accomplishments)

(Company/Organization, City & Province)

(Start Date to End Date – or to Present if currently employed)

(Job Title/Position)

- _____
- _____
- _____

(Examples of job tasks, duties, and responsibilities – Highlight relevant skills and accomplishments)

(Company/Organization, City & Province)

(Start Date to End Date – or to Present if currently employed)

(Job Title/Position)

- _____
- _____
- _____

(Examples of job tasks, duties, and responsibilities – Highlight relevant skills and accomplishments)

EDUCATION AND CERTIFICATION

(Degree/Certificate/Diploma/Training Program)

Use the same formatting for all DATES and LOCATIONS. For example, 2015 - 2019 and Kitchener, ON

(End Date/ expected graduation date or start date to "Present" if currently enrolled)

(School, City & Province)

