RÉSUMÉ TEMPLATE - CHRONOLOGICAL

Your name

> Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.
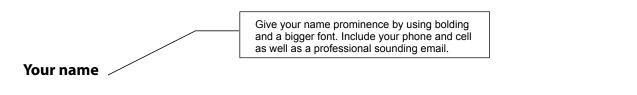
Your address   Your contact information

OBJECTIVE:
A description of the type of position you are seeking and the skills you will use.

> Objective is an optional section. If you use it be specific about the type of work this résumé is focused on.

PROFESSIONAL PROFILE

- number of months/years experience in a related position or fiel
- related education, training and/or certific tion
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

> Professional profile is an optional section. If you use it be specific about the type of work this résumé is focused on.

EDUCATION

> Format important information such as your degree or position titles in left-hand justify and bold.

Degree

Name of institution, location (city   Date of graduation

- relevant courses: a list of 4 to six courses that relate to your objective
- accomplishment statement (optional)

> Put your education near the top of the résumé when it is relevant for the job. Include descriptive accomplishment statements for each degree or program you list and consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

RELEVANT WORK EXPERIENCE

Position title   Start date - end date
Name of organization, location (city)

- accomplishment statement (optional)
- accomplishment statement (optional)

> Include start and end months in your dates.

Position title   Start date - end date
Name of organization, location (city)

- accomplishment statement (optional)
- accomplishment statement (optional)

> Include two to six descriptive accomplishment statements for each experience. Quantify your statements to give the hiring manager a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective.
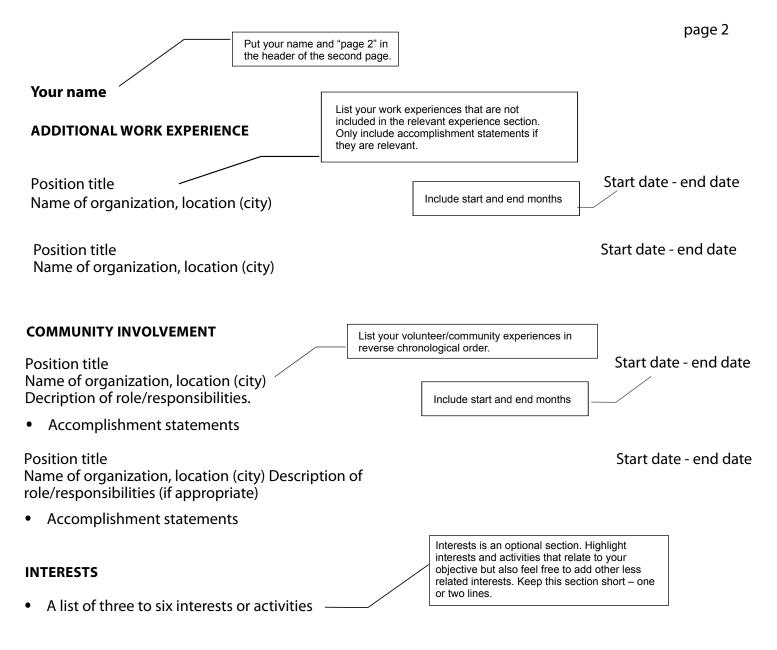
Your name

Put your name and "page 2" in the header of the second page.

ADDITIONAL WORK EXPERIENCE

List your work experiences that are not included in the relevant experience section. Only include accomplishment statements if they are relevant.

Position title
Name of organization, location (city)

Start date - end date

Include start and end months

Position title
Name of organization, location (city)

Start date - end date

COMMUNITY INVOLVEMENT

List your volunteer/community experiences in reverse chronological order.

Position title
Name of organization, location (city)
Decription of role/responsibilities.

Start date - end date

Include start and end months

- Accomplishment statements

Position title
Name of organization, location (city) Description of role/responsibilities (if appropriate)

Start date - end date

- Accomplishment statements

INTERESTS

Interests is an optional section. Highlight interests and activities that relate to your objective but also feel free to add other less related interests. Keep this section short – one or two lines.

- A list of three to six interests or activities

REFERENCES

Typically references will go on the third page to allow for easy edits and revisions. You can include your references or have the statement "References available on request".

If the names of your references will be known to the reader and add to your credibility, you may want to include them. Your references should not be contacted until after you interview. Make sure to ask permission before you list someone as your reference.
Your references should be three to four people who know you well from work, education or volunteer experiences.

Work references are often the best, however academic references may also be considered.

University of Victoria