**CHRONOLOGICAL RESUME SAMPLE**

**Contact Information** goes at the top of your resume. Make sure to include email and telephone contacts.

**OBJECTIVE**

* To obtain a co-op position in an architecture-related environment where skills and capabilities can be utilized specifically on the built environment and interior space.

Technical and Transferable skills developed into accomplishment statements. The result is a **Summary of Skills** section.

**SUMMARY OF SKILLS**

* Well developed knowledge in construction materials, structural and building systems
* Adept at sourcing and referencing Code
* Proficient in a variety of software programs including: *Adobe* *Illustrator* *CS2*, *Adobe* *Photoshop* *CS2*, *AutoCAD* *2008*, *Microsoft* *Suite* *2008*
* Well versed in colour theory, lighting interiors and sustainable design practices
* Proven ability to provide consultation, planning and coordination of the built environment’s interior space design including: costing of materials, establishing contracts, client consultation and design development
* Demonstrated attention to detail and creativity
* Solid understanding and practical application of the fundamentals of design in residential, Corporate/Retail, Hospitality/Entertainment and Healthcare
* Acquired knowledge of uses and attributes of *construction* *materials* *and* *methods*

**Bold** your program name, keep dates to the right and expand on current educational training

**EDUCATION**

|  |  |
| --- | --- |
| **Bachelor of Interior Design** (Co-op) | 2007 – present |
| Conestoga College Institute of Technology and Advanced Learning, Kitchener, ON |  |

* Expected date of graduation: August 2015
* Program designed to meet the eligibility requirements of the Council of Interior Design Accreditation (CIDA); meets industry standards as set by the Association of Registered Interior Designers of Ontario (ARIDO)

Program Highlights

* Studio
* Computer Concepts

Do you have any **related** **experience?** If so, consider including it first, in its own section. Related experience can be a combination of volunteer and paid opportunities.

* Colour Theory
* Scientific and Technical Writing
* Building Systems
* Construction Cost Estimating

**RELATED EXPERIENCE**

**Intern**, Art Installations, The Museum Sept 2009-Present

Kitchener, ON

* Provide assistance to installations expert on an ongoing basis, as necessary
* Send review samples to curators of lending museum in regards to location and props needed to showcase art installations
* Coordinate shipments and ensure that import paperwork has been completed

Or, simply begin with a standard **employment history** section. This is where the employer learns of your past work experience and length of time employed. **List Present to Past!**

**EMPLOYMENT HISTORY**

**Peer Tutor**, Conestoga College Present

Kitchener, ON

* Instruct and provide tutoring assistance in Math to College level students
* Provide feedback to students and offer support during tutoring session

**Marketing Assistant**, The Museum Sept 2009-Present

Kitchener, ON

* Conduct tours of The Museum and arrange special events such as children’s parties
* Establish timelines for events and ensure that vendor permits for exhibits are completed
* Liaise with local media prior to major events happening at The museum; assist with some press releases including writing and research

**Include volunteer** if you have any. Keep the same format as your employment history section. Include dates.

**VOLUNTEER EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Volunteer Teacher’s Assistant | Dance Adventure, Kitchener, ON | 1998 - 2007 |
|  |  |  |
| Volunteer | MS Society of Canada Kitchener Waterloo Branch, Kitchener, ON | 2006 - 2007 |

Keep this section short; include a few interests and relevant activities. It’s a good way to show related interests. Employers **do** read this section!

**ACTIVITIES AND INTERESTS**

* Art and Art History
* Design and Digital Media

References and Portfolio gladly provided upon request.

Be prepared to share **references** at the interview stage (unless specified in application process). Your references should be word processed on a separate document with name of reference, company name, title and contact information.