**Chronological Resume Template** -

Put your name in font 16 and address in font 12.

Put the remainder of the resume content in font 12.

**YOUR NAME**

The standard length of a resume is 2 pages.

Apt # - Street Address

Toronto, ON MXX XXX

**xxx-xxx-xxxx**

[email@address.com](mailto:email@address.com)

Give the name of the position as written in the job posting, and centre it in font 14.

**Name of Position**

**OBJECTIVE:**

**HIGHLIGHTS OF QUALIFICATIONS (OR PROFILE)**

* Number of years experience in the field or line of work
* Relevant credentials, education, training or certifications
* An accomplishment that directly relates to the job objective
* Qualities or characteristics that support the job objective
* Other qualifications including relevant computer/technical skills, professional affiliations, and additional languages

List work experience in reverse chronological order.

**RELEVANT EXPERIENCE**

**Job Title** COMPANY NAME, City or Country xxxx-xxxx

* An accomplishment, skill or job responsibility that is relevant to the job objective
* An accomplishment, skill or job responsibility that is relevant to the job objective
* (Generally, no more than 4-5 bullet points per job)

**Job Title** COMPANY NAME, City or Country xxxx-xxxx

* An accomplishment, skill or job responsibility that is relevant to the job objective
* An accomplishment, skill or job responsibility that is relevant to the job objective
* (Generally, no more than 4-5 bullet points per job)

**Job Title** COMPANY NAME, City or Country xxxx-xxxx

* An accomplishment, skill or job responsibility that is relevant to the job objective
* An accomplishment, skill or job responsibility that is relevant to the job objective
* (Generally, no more than 4-5 bullet points per job)

List any degrees or diplomas first, then other certificates in reverse chronological order.

**EDUCATION**

**Name of Degree, Diploma, Certificate or Credential** xxxx

INSTITUTION NAME, City or Country

**PROFESSIONAL DEVELOPMENT** (or Additional Training)

**Name of Certificate or Course** xxxx

INSTITUTION/ORGANIZATION NAME, City or Country

**Features of a Chronological Resume**

* Most widely accepted resume format in many industries such as teaching, finance and business
* Emphasises work experience and achievements, highlights professional growth in reverse chronological order
* Ideal format if there are no major employment gaps or numerous career changes

**The Chronological Resume Focuses on Results**

The best indicator of your future work performance is your past performance.

***Sell yourself*** with previous accomplishments and achievements!

Lists of skills, duties and positions held do not grasp the attention of potential employers, **results do!**

**Include specific examples of achievements** in your previous work history. Think about:

* Did you make or save money for your last employer?
* Did you create, design or initiate a project, or improve a work procedure or service?
* Did you receive recognition for your efforts or work?
* Did you successfully handle numerous work tasks or customers all at once?

Try to **use numbers and statistics to quantify and strengthen your results**, including:

* Dollar amounts
* Percentages
* Numbers of staff,

students, clients,

calls, projects, and

accounts

* Volume of sales, profits, cost reductions
* Time savings
* Exceeded quotas
* Increased productivity with staff or equipment
* Sizes of projects and budgets

**Begin each point with an action word** to identify skills and support your accomplishments.

**Action Words to Use in Your Resume**

|  |  |  |  |
| --- | --- | --- | --- |
| **Management Skills** | **Research Skills** | **Clerical Skills** | **Teaching/Training Skills** |
| Administrated | Analyzed | Approved | Adapted |
| Chaired | Assessed | Arranged | Advised |
| Contracted | Calculated | Catalogued | Clarified |
| Consolidated | Clarified | Classified | Coached |
| Coordinated | Collected | Collected | Counselled |
| Developed | Compiled | Compiled | Communicated |
| Directed | Consolidated | Coordinated | Coordinated |
| Executed | Critiqued | Executed | Designed |
| Improved | Documented | Implemented | Developed |
| Increased | Evaluated | Inspected | Enabled |
| Initiated | Examined | Maintained | Encouraged |
| Organized | Filed | Monitored | Evaluated |
| Oversaw | Identified | Operated | Explained |
| Planned | Interviewed | Organized | Facilitated |
| Prioritized | Investigated | Prepared | Guided |
| Produced | Organized | Processed | Instructed |
| Reviewed | Recorded | Recorded | Persuaded |
| Scheduled | Reported | Reported | Set Goals |
| Strengthened | Reviewed | Responded | Supported |
| Supervised | Systematized | Retrieved | Trained |
|  |  |  |  |