

Community Employment Services

CHRONOLOGICAL RESUME WORKSHEET

YOUR NAME

Address
City, Province Postal Code
Telephone
Email

HIGHLIGHTS OF QUALIFICATIONS

The Highlights of Qualifications section of the resume should include the following information:

- 1. Skills (e.g. Strong communication skills)
- 2. Achievements/Experience (e.g. 8+ years working in the food service industry)
- 3. Certifications (e.g. Safe Food Handling Certification)
- 4. Personality Characteristics (e.g. Outgoing and Enthusiastic)

TIP: Bullets should be related to the job and change for each job you apply for. If you have a job posting, look at the qualifications listed and include these in this section.

For more qualification examples, **refer to Section A of the Resume Skill Sets** link under the Resume Resources tab on the Lambton College Employment Services website.

•	 	 	

EMPLOYMENT EXPERIENCE

In the Employment Experience section of the resume list:

- 1. Your employment experience from MOST recent to LEAST recent
- 2. Employer information: company name, city, province, duration (years) of position and a position title
- 3. Bullets related to specific job skills, duties and responsibilities held within each position listed

TIP: Bullets should be in the past tense. For more examples of skills, duties and responsibilities, refer to Section B of the Resume Skill Sets link under the Resume Resources tab on the Lambton College Employment Services website.

Position Title:		
•		
_		
Position Title:		
Company Name:		Year-Year:
Position Title:		
_	, Province:	Year-Year:
Position Title:		
_	, Province:	Year-Year:
_		

EDUCATION

In the Education section of the resume list:

- 1. Your education from MOST recent to LEAST recent
- 2. Information required: institution name, city, province, duration (years) of program and what was obtained (e.g. degree, diploma, certificate)
- 3. If you are currently in school, you may list the level of a program achieved (e.g. Social Service Worker Diploma Program Year 1) or indicate that you are working towards completing a program (e.g. 'Currently working towards Social Service Worker Diploma')

Degree	/Diploma			
Institut	ion:	, City:	, Province:	Year-Year:
_	/Diploma ion:	, City:	, Province:	Year-Year:
VOLUNTI	EER EXPERIENC	E		
In the Vo	olunteer Expe	rience section	of the resume list:	
 Orga title Bulle 	nization infor	mation: name,		ecent (years) of position and a volunteer ilities held within each volunteer
TIP: Bull	ets should all	be in the same	e tense (past tense).	
Volunte	eer Title			
				Year-Year:
•				
•				

CERTIFICATION & TRAINING

In the Certification & Training section of the resume list:

- 1. Certifications and training obtained from MOST recent to LEAST recent
- 2. The year the certification was achieved

Examples: WHMIS, Smart Serve, Health & Safety, Safe Food Handling, etc.

•	 Year-Year:
•	 Year-Year:
•	 Year-Year:
•	Year-Year:

REFERENCES

References are to be listed on a separate page and brought to the interview. At the end of the resume, put in the statement 'Available upon request' as seen below.

Available upon request.