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 <u>MOST</u> recent to <u>LEAST</u> 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:

_____
Company Name: _____, City: _____, Province: _____   Year-Year:_____
- _____
- _____
- _____

Position Title:

_____
Company Name: _____, City: _____, Province: _____   Year-Year:_____
- _____
- _____
- _____

Position Title:

_____
Company Name: _____, City: _____, Province: _____   Year-Year:_____
- _____
- _____
- _____

Position Title:

_____
Company Name: _____, City: _____, Province: _____   Year-Year:_____
- _____
- _____
- _____

EDUCATION

In the Education section of the resume list:

1. Your education from <u>MOST</u> recent to <u>LEAST</u> 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
Institution: _____, City: _____, Province: _____   Year-Year:_____

Degree/Diploma
Institution: _____, City: _____, Province: _____   Year-Year:_____

VOLUNTEER EXPERIENCE

In the Volunteer Experience section of the resume list:

1. Your volunteer experience from <u>MOST</u> recent to <u>LEAST</u> recent
2. Organization information: name, city, province, duration (years) of position and a volunteer title
3. Bullets related to specific job skills, duties and responsibilities held within each volunteer position listed

TIP: Bullets should all be in the same tense (past tense).

Volunteer Title _____
Company Name: _____, City: _____, Province: _____   Year-Year:_____

- _____
- _____
- _____

CERTIFICATION & TRAINING

In the Certification & Training section of the resume list:

1. Certifications and training obtained from <u>MOST</u> recent to <u>LEAST</u> 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.