

# Chronological Resume Worksheet

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone # \_\_\_\_\_ Alternative # \_\_\_\_\_  
E-mail \_\_\_\_\_

## **Job Goal**

This statement tells a prospective employer what type of job or position you want. Examples: ***Position as a light duty cleaner; To obtain a full-time, permanent position where I can utilize and expand upon my experience in the manufacturing/clerical/food services industry***

\_\_\_\_\_

\_\_\_\_\_

## **Summary of Qualifications**

This section can make your resume stand out from all the others. It tells the potential employer the essential skills, personal attributes, and experience you have to offer. Example: ***Over 20 years experience as a residential and commercial cleaner, Active team player, WHMIS Trained, Typing speed 60 wpm***

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◆ \_\_\_\_\_ ◆ \_\_\_\_\_  
◆ \_\_\_\_\_ ◆ \_\_\_\_\_

## **Work History**

Make a list of the past jobs you have held starting with your most recent first. Provide the dates, job title, name of employer and location (city/town/province). You can include any unpaid work experience to fill in the gaps (i.e. if you have stayed at home caring for your children for the last 3 years, you could state:

***Family Management, Belleville, Ontario, 1995-1998***

Job Title \_\_\_\_\_ Company's Name \_\_\_\_\_  
Town and Province \_\_\_\_\_ Dates \_\_\_\_\_

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Job Title \_\_\_\_\_ Company's Name \_\_\_\_\_  
Town and Province \_\_\_\_\_ Dates \_\_\_\_\_

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Job Title \_\_\_\_\_ Company's Name \_\_\_\_\_  
Town and Province \_\_\_\_\_ Dates \_\_\_\_\_

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Job Title \_\_\_\_\_ Company's Name \_\_\_\_\_  
Town and Province \_\_\_\_\_ Dates \_\_\_\_\_

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## **Volunteer Work** (could include also placements, co-ops, etc.)

List of the positions you have held starting with your most recent.

Position Title \_\_\_\_\_ Company's Name \_\_\_\_\_  
Town and Province \_\_\_\_\_ Dates \_\_\_\_\_

Position Title \_\_\_\_\_ Company's Name \_\_\_\_\_  
Town and Province \_\_\_\_\_ Dates \_\_\_\_\_

Position Title \_\_\_\_\_ Company's Name \_\_\_\_\_  
Town and Province \_\_\_\_\_ Dates \_\_\_\_\_

## **Education and Training**

This section is normally listed following the Employment History/Work History section but can be listed first if it will strengthen your resume or you are a very recent graduate of post-secondary education. List all diplomas, certificates or relevant workshops/seminars that you have attended, starting with the most recent.

If you have not completed grade 12, or other schooling, or are in the process of achieving it, list the Grade Achieved as currently being completed, i.e.: **“Currently completing Grade 12”**

Grade, Diploma, or Certificate Achieved \_\_\_\_\_  
School Name \_\_\_\_\_ Town and Province \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Course Outline (optional) \_\_\_\_\_

Grade, Diploma, or Certificate Achieved \_\_\_\_\_  
School Name \_\_\_\_\_ Town and Province \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Course Outline (optional) \_\_\_\_\_

Grade, Diploma, or Certificate Achieved \_\_\_\_\_  
School Name \_\_\_\_\_ Town and Province \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Course Outline (optional) \_\_\_\_\_

## **Hobbies and Interests**

This section is optional. It could be included if it will add value to your resume by showing that your personal activities are directly related to the job you are seeking.

◆ \_\_\_\_\_

## **References**

List your references on a separate sheet of paper and take copies to your interviews. Make this statement at the end of your resume: **References available upon request**

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