

Template of a chronological résumé

Your Name

Home Address

City, Province Postal Code

555-555-5555

your.name@email.ca

Education and training

College or University – Major

City, Province or Territory

Year–year

High school

City, Province or Territory

Year–year

Experience

Job title

Company name, City, Province or Territory

Year–year

- Describe tasks you would perform in this role and your overall accomplishments
- Be sure to highlight the skills you learned that could transfer to the new position you're interested in

Job title

Company name, City, Province or Territory

Year–year

- Highlight any significant responsibilities you may have held in your previous position
- Describe how your responsibilities specifically helped the organization

Job title

Company name, City, Province or Territory

Year–year

- Experience is the most important thing to communicate in this résumé
- Be sure to provide a variety of tasks, skills, and responsibilities when discussing each of your previous jobs

Volunteer experience

- Use these bullets to list a few places where you have volunteered
- Be sure to describe how you developed specific transferrable skills

Accomplishments

- Sports achievements
- Academic awards from school
- Other certificates or awards