

Tip Sheet: CHRONOLOGICAL RESUME EXAMPLE

Your First & Last Name

Project Manager *(Designation or Title)*

Street Address (optional), City, Province, PC
LinkedIn address or website

phone number
youremail@address.com

Professional Summary

This can be bullet point list or paragraph form and may include years of experience that match the position and/or skills that demonstrate you match the requirements of the position. This section will change depending on criteria specific to each posting. Reorder the bullets or sentences to reflect most important qualifications first. Mention requirements such as schedule availability, travel, relocation, languages, or specific certifications that are in the job posting. Add information that is specific and unique. Keep this section brief and do not repeat information clearly mentioned in other areas.

Education History

Institution Name, location

Completion Date

Certificate, Designation, Degree, etc.

- List significant academic achievements, honours, GPA, etc

Institution Name, location

Completion Date

Certificate, Designation, Degree, etc.

- Only list education which is relevant to the position

Key Competencies

Technical/Hard Skills
Employability/Soft Skills

Specialized/Unique Skills
Specialized Education

Relevant Skills (from
posting)

Employment History

Company Name, location

Month XXXX – Month XXXX

Position or Job Title – *could include a brief summary of the position or notable accomplishment*

- List specific accomplishments rather than duties
- Focus on examples that match the job posting requirements

Company Name, location

Month XXXX – Month XXXX

Position or Job Title

- Keep your formatting consistent to create an easy to read document
- Create accomplishment statements from your S-T-A-R-S stories by using the Action/Result information from your story

Tip Sheet: CHRONOLOGICAL RESUME EXAMPLE

Company Name, Location

Month 20XX – Month 20XX

Position or job title *(if the position was short term or contract state this to justify the short timeline)*

- When crafting your points, you must qualify your facts by adding specific information and/or examples. Add \$, #, or % amounts to quantify your accomplishments
- The phrase “demonstrated strong teamwork skills” is an empty claim and needs to be qualified

Professional Development

Organization that delivered the workshop or certification

Completion Date

- **Specific skills or certificate you obtained through this training**

Note: Other headings may be added according to the requirements of the job. Remember, one size does not fit all!