CHRONOLOGICAL RESUMÉ

NAME

Address, City, Province, Postal code (optional)

Phone number
Email address
Portfolio, blog, website, LinkedIn (optional)

SUMMARY OF QUALIFICATIONS

Include the most important points you want to highlight to the employer. They typically include education, relevant experience, soft skills, computer/technical skills and languages. Tailor points to the position you are seeking.

- Fourth year student in communication at the University of Ottawa
- Experience in event planning and marketing
- Excellent communication and interpersonal skills honed through two years' customer service experience
- Proficient in Microsoft Word, Excel, PowerPoint and SMART Board
- Fluent in English and French, beginner's Spanish

EDUCATION

Include the important details of your education. You can also include relevant courses, projects, or the title of your thesis (if applicable).

Degree title   year – present
Institution, City, Province
- Relevant courses, projects, title of thesis, GPA (if impressive)
- Scholarships, awards, Dean's list
- Expected graduation date: month, year

Bachelor of Arts in Communication   year – present
University of Ottawa, ON
- Currently completing fourth year thesis project on the effects of social media interaction on youth
- Expected graduation date: month, year

WORK EXPERIENCE

List previous and current experience relevant to the job you are seeking in reverse chronological order. You can create one or more work experience sections to list experience. Possible headings include Work Experience, Other Experience and Volunteer Experience. You can also use a single Work Experience section combining all your experience.

Position title   month year – month year
Name of organization, City, Province
- Use accomplishment-based statements to structure your bullet points.
- Use action verbs that demonstrate specific skill sets.
- Be consistent with your verb tenses and pay close attention to grammar and punctuation.

Event Planner   month year – month year
Name of organization, City, Province
- Coordinated logistics such as accommodation, catering and transportation for the annual conference to ensure the smooth running of the event
- Wrote and designed marketing material and updated the email distribution list, resulting in the successful registration of over 100 participants

Name

VOLUNTEER EXPERIENCE (optional)

Use the same format and guidelines as for the Work Experience section above. You can omit this section if the content is not relevant.

Title of position   month year – month year
Name of organization, City, Province

Marketing officer volunteer   month year – month year
Name of organization, City, Province
- Delivered presentations to groups of 50 participants on the organization's mission and calendar of activities in order to recruit volunteers

TRAINING AND CERTIFICATIONS (optional)

Include any training or certifications that are relevant to the position you are seeking, in reverse chronological order.

Title, Organization, City, Province   year

TOEFL, Education Testing Service, Ottawa, ON   year
CPR Level C, Canadian Red Cross, Ottawa, ON   year

AWARDS AND ACHIEVEMENTS (optional)

Include impressive scholarships or relevant achievements from past jobs or education, in reverse chronological order (if not already included in the Education section).

Title, Organization, City, Province   year

Dean's Honour List, Faculty of Arts, University of Ottawa, ON   year
Admission Scholarship, University of Ottawa, ON   year

EXTRACURRICULAR ACTIVITIES (optional)

Include sports, travel, hobbies, clubs, groups or professional association memberships, as well as volunteer experience (if not already included in the Volunteer Experience section). Activities listed should be current. You can highlight extracurricular activities that demonstrate skills such as teamwork, leadership or time management.

Professional association membership: Ottawa Marketing and Communications Association
Travelling: Explored love of culture and travel through trips to Europe and Latin America
Hobbies: Greatly enjoy blogging and web design