



# Chronological Resume Template

## Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Objective (optional)

Include a clearly targeted job objective so that the employer knows what position you are applying for.

\_\_\_\_\_

## Highlights:

Use this area to sell yourself. Use 3 to 5 hard and/or soft skills that are unique to you and relevant to the position.

→ \_\_\_\_\_

→ \_\_\_\_\_

→ \_\_\_\_\_

## Work Experience:

Use this area to sell yourself. Use 3 to 5 hard and/or soft skills that are unique to you and relevant to the position.

*Company*

*Location*

**Position**

*Dates*

Write 3 to 5 accomplishments from this position. Use keywords that relate to the job you are applying for if possible.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Company*

*Location*

**Position**

*Dates*

Write 3 to 5 accomplishments from this position. Use keywords that relate to the job you are applying for if possible.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**YMCA Employment Services**  
ymcaowensound.on.ca



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*Company*

*Location*

**Position**

*Dates*

Write 3 to 5 accomplishments from this position. Use keywords that relate to the job you are applying for if possible.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **Volunteer Experience:**

If you have more than one volunteer placement it is best to separate it from your work experience

*Company*

*Location*

**Position**

*Dates*

Write 3 to 5 accomplishments from this position. Use keywords that relate to the job you are applying for if possible.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Company*

*Location*

**Position**

*Dates*

Write 3 to 5 accomplishments from this position. Use keywords that relate to the job you are applying for if possible.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **Education/Training**

Start with the highest level of education received. Include certificates, training, special courses and workshops.

*School*

*Location*

**Highest Level Received**

*Year*

**Certificate Name**

*Year*

**Certificate Name**

*Year*

## **References available upon request or References supplied can be used.**

If submitting references with your resume they should be included on a separate page. Be sure to check with the individual before using them as a reference.

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