

# 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***

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

## 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 \_\_\_\_\_  
◆ \_\_\_\_\_  
◆ \_\_\_\_\_  
◆ \_\_\_\_\_

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