

# CHRONOLOGICAL RESUME WORKSHEET



# NAME

City, Province

email: [namenname@email.com](mailto:namenname@email.com)

Cell: (613) 000-0000

## HIGHLIGHT OF QUALIFICATIONS AND SKILLS

- (example: Excellent time management skills)

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

## EMPLOYMENT HISTORY

(Job Title) (Company Name) (City, Province) (Start – Finish Date)

- Duties or accomplishments

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

(Job Title) (Company Name) (City, Province) (Start – Finish Date)

- Duties or accomplishments

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

(Job Title) (Company Name) (City, Province) (Start – Finish Date)

- Duties or accomplishments

- \_\_\_\_\_

## VOLUNTEER EXPERIENCE

(Volunteer Position) (Company Name) (City, Province) (Start – Finish Date)

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\_\_\_\_\_

## EDUCATION / TRAINING / CERTIFICATES

(Program Title) (School Name) (City, Province) (Start – Finish Date)

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REFERENCES AVAILABLE UPON REQUEST