



Community  
Employment  
Services

# CHRONOLOGICAL RESUME WORKSHEET



## EMPLOYMENT EXPERIENCE

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In the Employment Experience section of the resume list:

1. Your employment experience from MOST recent to LEAST recent
2. Employer information: company name, city, province, duration (years) of position and a position title
3. Bullets related to specific job skills, duties and responsibilities held within each position listed

TIP: Bullets should be in the past tense. For more examples of skills, duties and responsibilities, refer to **Section B of the Resume Skill Sets** link under the Resume Resources tab on the Lambton College Employment Services website.

**Position Title:**

\_\_\_\_\_  
Company Name: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_

**Position Title:**

\_\_\_\_\_  
Company Name: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_

**Position Title:**

\_\_\_\_\_  
Company Name: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_

**Position Title:**

\_\_\_\_\_  
Company Name: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_  
▪ \_\_\_\_\_

## EDUCATION

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In the Education section of the resume list:

1. Your education from MOST recent to LEAST recent
2. Information required: institution name, city, province, duration (years) of program and what was obtained (e.g. degree, diploma, certificate)
3. If you are currently in school, you may list the level of a program achieved (e.g. Social Service Worker Diploma Program – Year 1) or indicate that you are working towards completing a program (e.g. ‘Currently working towards Social Service Worker Diploma’)

### Degree/Diploma

Institution: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_

### Degree/Diploma

Institution: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_

## VOLUNTEER EXPERIENCE

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In the Volunteer Experience section of the resume list:

1. Your volunteer experience from MOST recent to LEAST recent
2. Organization information: name, city, province, duration (years) of position and a volunteer title
3. Bullets related to specific job skills, duties and responsibilities held within each volunteer position listed

TIP: Bullets should all be in the same tense (past tense).

### Volunteer Title \_\_\_\_\_

Company Name: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_

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

## CERTIFICATION & TRAINING

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In the Certification & Training section of the resume list:

1. Certifications and training obtained from MOST recent to LEAST recent
2. The year the certification was achieved

Examples: WHMIS, Smart Serve, Health & Safety, Safe Food Handling, etc.

- \_\_\_\_\_ Year-Year: \_\_\_\_\_
- \_\_\_\_\_ Year-Year: \_\_\_\_\_
- \_\_\_\_\_ Year-Year: \_\_\_\_\_
- \_\_\_\_\_ Year-Year: \_\_\_\_\_

## REFERENCES

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References are to be listed on a separate page and brought to the interview. At the end of the resume, put in the statement 'Available upon request' as seen below.

Available upon request.