



## **SAMPLE CHRONOLOGICAL RESUME TEMPLATE**

First and Last Name  
Address  
City, Province and Postal Code  
Phone number(s) and email address

### **OBJECTIVE**

Title of position you are applying for/or area of interest and what you have to offer the organization – specifically, one or two skills you want to highlight.

### **PROFESSIONAL PROFILE (or HIGHLIGHTS OF SKILLS & QUALIFICATIONS or SKILLS SUMMARY)**

4-6 points – Summary Statement, 2-3 Related Accomplishments, Technological proficiency, Languages  
Whenever possible, this section should be in direct relevance to the position for which you are applying.

### **EDUCATION (& DESIGNATIONS)**

Diploma

Institution, City, Province Start date – Present (or completion date)

- Relevant courses (3-6 courses that are related to the requirements of the job)
- Relevant projects/ research, CIP CREDITS
- Awards, academic accomplishments (if not under a separate section)

### **PROFESSIONAL EXPERIENCE (or RELEVANT EXPERIENCE)**

Most recent job title

Organization, City, Province

Month/Year – Month/Year

2- 3 Accomplishment Statements – Start with an Action Verb – What did you do? What was the result?

Next most recent job title [repeat as above for all or any positions relevant to the role]

### **VOLUNTEER EXPERIENCE (or CO-CURRICULAR ACTIVITIES)**

Most recent position held

Club/ organization/ team, City, Province

Month/Year – Month/Year

Depending on the role or activity, you may wish to include 1 – 2 Accomplishment Statements (as above)

Next most recent job title [repeat as above for all or any positions relevant to the role]

### **AWARDS/SCHOLARSHIPS/MEMBERSHIPS/CERTIFICATIONS (or other optional section)**

What did you receive, Who issued it Date

REFERENCES AVAILABLE UPON REQUEST

This "Sample Chronological Resume Template" is provided by Career Connections, which is a career awareness program coordinated by the Insurance Institute of Canada on behalf of the property & casualty insurance industry. Our website and these resources are provided to help youth and career seekers find a career in insurance. For more information and more resources, please visit: [www.career-connections.info](http://www.career-connections.info).