



For more information on resumes go to <http://www.uvic.ca/coopandcareer/toolkit>

Your name

Your address

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

Your contact information

PROFESSIONAL PROFILE

- number of months/years experience in a business related position or field
- related education, training and/or certification
- two or three of your strongest related skill or knowledge areas
- a strong and relevant accomplishment
- a short list of relevant technical/computer skills
- two or three of your strongest related attributes

This can be a great way to focus the reader on your most important qualifications. Include four to six points. This list provides some suggestions of things you might include.

EDUCATION

Left-hand justify and bold important information such as your degree or position titles.

Diploma, Certificate or Degree

Date of graduation

Name of institution. Location (city)

- relevant courses: a list of 4 to six courses that relate to your objective
- accomplishment statement
- accomplishment statement
- accomplishment statement

Consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school. If your program included any special accomplishments you may wish to include these as well.

WORK EXPERIENCE

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement
-

List your relevant work experiences in reverse chronological order.

Start date - end date

Include start and end months in your dates.

Position title

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Start date - end date

Include two to six descriptive accomplishment statements for each experience. Quantify your statements to give a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs (delivered, improved, arranged, solved, conducted etc.) when describing the benefits or accomplishments your role brought to the organization. Examples:

- Delivered an excellent sales experience for customers through careful attention to needs and thorough knowledge of stock available.
- Improved access to information by setting up a new filing system and creating an Excel spreadsheet showing new structure.

RÉSUMÉ TEMPLATE: CHRONOLOGICAL

For more information on resumes go to <http://www.uvic.ca/coopandcareer/toolkit>

Your name

Put your name and "page 2" in the header of the second page.

page 2

COMMUNITY INVOLVEMENT

List your volunteer/community experiences in reverse chronological order. Include accomplishment statements, if possible.

Position title

Start date - end date

Name of organization, location (city)

- accomplishment statement
- accomplishment statement
- accomplishment statement

Include start and end months in your dates.

Position title

Start date - end date

Name of organization, location (city)

- accomplishment statement
- accomplishment statement

INTERESTS / EXTRACURRICULAR

These are optional sections. It helps the reader get to know a little about you as a person, things you have accomplished outside of school or work. Keep this section short – one or two lines.

- A list of three to six interests or activities

REFERENCES

Name of reference, position

Organization, location (city)

Phone number

Email

Relationship

You can include your references or have the statement "References available on request". If the names of your references will be known to the reader and add to your credibility, you may want to include them. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.

Name of reference, position

Organization, location (city)

Phone number

Email

Relationship

Your references should be three to four people who know you well from work, education or volunteer experiences. Work references are often the best. Make sure to ask permission before you list someone as a reference.

Name of reference, position

Organization, location (city)

Phone number

Email

Relationship

Explain what the relationship you have to this reference. Are they a previous supervisor? A coach? A teacher?