

RDC Career Services for students

Chronological Resume (Sample)

Your Name

Your Street Address

City, Province, Postal Code

Your Phone Number

Your Email Address (*Keep this professional!*)

Career Objective

A targeted one line statement.

Summary of Professional Skills & Abilities (Max 6-8 pts)

- *Mirror the hard skills required for the position.*
- *Lead your bullets with five or so hard skills; wrap up bullets with two or three soft skills.*
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Education & Training

Certificate/Degree Title/Diploma

School

- *Academic Achievements:*
- *Academic Focus:*

Year Attended

City, Province

Certificate/Degree Title/Diploma

School

- *Academic Achievements:*

Year Attended

City, Province

Professional Development

Name/Title | Full Name of Host | City, Province | Mon, Year

** This could be any guest speaker (in class), seminar, workshop, conference, or eLearning – basically anything that has provided added (learning) value to your life!*

** List this information chronologically, from most recent – back*

Practicum/Applied Learning Experience

Student | Where | Location | Mon – Mon Year

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-
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Student | Where | Location | Mon – Mon Year

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-
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Relevant Employment History

Position | Employer | City, Province | Start date to End Date

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-
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Position | Employer | City, Province | Start date to End Date

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Additional Employment History

Position | Employer | City, Province | Start date to End Date

Position | Employer | City, Province | Start date to End Date

Position | Employer | City, Province | Start date to End Date

Certifications

Title | Who Issued It | Location | Mon Year

Community Engagement Experience

Position | Organization | City, Province | Start date to End Date