

Your address

Your phone and email contact
information

Your Chronological Résumé

Objective

The job objective is a brief statement describing the focus of your job search, and serves as an essential focal point for your résumé.

Qualification Highlights

The Qualification Highlights section of your résumé is a list of your most significant career experiences and accomplishments. It should highlight specific accomplishments, and summarize your major achievements and qualifications.

Work Experience

This section of the résumé is a summary of your work history. For each position you have held, list the start and end dates, the name and location of the organization, your job title, and your major accomplishments or responsibilities.

- List your work experience in reverse chronological order (ie: start with your current or most recent position and work backwards).
- List your accomplishments in bullet format, and use action-oriented words to describe them.
- Highlight previous duties that are relevant to the position you are applying for, and emphasize major responsibilities.

Education

- Start with your most recent post-secondary education and significant qualifications such as degrees.
- List all other education and relevant training in reverse chronological order.

Professional Affiliations

List your membership in any professional organizations and, if applicable, your involvement in them.

Community & Volunteer Activities

List any relevant community or volunteer activities.

Awards

Include any personal, education-related or work-related awards, such as scholarships, Dean's List, leadership awards, athletic awards, or community activity recognition.

References

Indicate that references are "available upon request" – never include references in your résumé.