

CHRONOLOGICAL RESUME

If you have a logical, progressive work history that you want to showcase to the employer choose Chronological (work history and experience)

Your past employment experiences are your selling feature and are relevant to the job you are applying for. Job titles and organizations are emphasized and accomplishments and responsibilities are described in detail.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What were your major accomplishments?
- Did you supervise or train others?

Using Action Words to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

Make your headings stand out by using **bolding**, underlining or *italics*. Try to avoid coloured font and shading as they can be distracting.

ANITA CAREER

201 – 110 PROSPECT DRIVE
Hope, SK S7N 2C4
(306) 876-8879
abc123@mail.usask.ca
ca.linkedin.com/in/anitacareer

HIGHLIGHTS OF QUALIFICATIONS

- Successfully exercised leadership for over two years by motivating employees to incorporate company's strategic plan by being able to identify and integrate key issues affecting the organization and communicating in a way that allowed for change and new ideas
- Assisted project managers with all stages of the project life cycle; from the development of using a mind map to capture ideas, a process map to understand the work flow, a team chart to delegate assignments, and a project chart to manage the work
- Strong interpersonal, communication and group skills including team building, conflict management, strong community collaboration and program building capacity, human resource management resource management and budget allocation
- Possess all required certifications, including: Emergency First Aid, CPR C and WHMIS; in addition to studies at the Master's level and a degree in Kinesiology
- Excel working in a team environment where collaborative initiatives such as team building drives the team spirit

EDUCATION AND PROFESSIONAL CERTIFICATION

Master of Science Candidate – Kinesiology University of Saskatchewan, Saskatoon, SK	2013 – present
<ul style="list-style-type: none">• Expected date of defense: May 2015	
Project Management Professional (PMP) Certification University of Toronto, Toronto, ON	May 2012
<ul style="list-style-type: none">• Project Management Institution (PMI),	
Bachelor of Science – Kinesiology University of Toronto, Toronto, ON	2011
<ul style="list-style-type: none">• Exercise and Sport Studies – Fitness and Lifestyle Professional Stream	

WORK EXPERIENCE

Saskatchewan Health Quality Board (SHQB), Saskatoon, SK Health Improvement Consultant, May 2012 – current	Sept. 2011 - present
<ul style="list-style-type: none">• Assuming the leadership consultant role while collaboratively working with internal and external teams to facilitate quality improvement initiatives across Saskatchewan• Building, maintaining and monitoring relationships within Saskatchewan's health care system• Facilitating presentations to the various health districts in Saskatchewan based on understanding the research methods used to analyze the statistical data on the Saskatchewan Health population	
Health Projects Management Specialist, Sept. 2011 – April 2012 <ul style="list-style-type: none">• Aligned with three project managers, to spearhead and coordinate nine health projects from implementation to closure; while continuing to support project management best practices and tools• Created and maintained a knowledge base of project experiences that was used to assist future projects	

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs.

A quick snapshot of your experience, skills, academic background and personal characteristics and attitudes as they relate to the position.

1st Statement

Summarizes the experience you have related to your job objective. (e.g. One year experience in graphic design.)

2nd Statement

Describes your working knowledge of the various components or aspects of the position. (e.g. Budgeting, report writing, program planning, etc.)

3rd Statement

Outlines the various skills you possess to do the work effectively. (e.g. Problem-solving, communication, time management, etc.)

4th Statement

May refer to any academic background you have that complements your practical experience. (e.g. Machine design, resource assessment, marketing, etc.)

5th Statement

Lists your personal characteristics and attitudes as required on the job. (e.g. Reliable, able to work under pressure, creative, etc.)

Begin with your most recent experience and work your way back (reverse chronological order).

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying for.

Suggested Resume Headings

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Skills
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Hobbies and Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

Are references required?

Not necessarily, unless the employer has specifically asked for you to include references as part of your application.

If you choose not to include your references in your resume, be sure to bring a list of references and their contact information to the interview.

References are people who can attest to your work style, academic profile and/or personal qualifications.

You will want to include three references.

Potential References

- Former employers
- Supervisors
- Professors
- Clergy
- Teachers
- Neighbours
- High school counsellors
- Coaches
- Home stay families
- University staff members

WORK EXPERIENCE CONT.

YMCA of Greater Toronto, Toronto, ON
Athletic Director (*Temporary*)

June – July 2011

- Recruited and supervised a staff of 32 camp counselors, 48 aquatic staff, and 53 part time athletic trainers while overseeing training and setting work schedules
- Lead, assigned, and evaluated athletic coaches and staff members
- Prepared and administered the athletic program budget, requisitioned program supplies and equipment, while monitoring revenue and expenses

EXTRACURRICULAR ACTIVITIES

Volunteer

Habitat for Humanity Project,
New Orleans Area for Habitat for Humanity, New Orleans, LA

May 14, 2013

- Assisted with building one new home in the city's Upper Ninth Ward, as part of the Hurricane Katrina Effort (2006)

Habitat for Humanity Project – Cameco Women Build
Saskatoon, SK

August 2012

- Helped to build one home at 2929 18th Street West, by installing vinyl siding

Memberships

- Brainsport Running Club, Saskatoon, SK 2010 – present
- YMCA of Greater Toronto and Saskatoon, Toronto, ON and Saskatoon, SK 2009 – present
- Saskatoon Rowing Club, Saskatoon, SK Summer 2010

Interests

- Active participant in the University of Saskatchewan Recreational Volleyball League
- Take pleasure in maintaining a healthy and active lifestyle
- Running enthusiast – currently training for the Regina Queen City Marathon
- Avid alpine skier and snowboarder

REFERENCES

Jonathon Doe

Board Member
Saskatchewan Health Quality Board
306.555.0123 (B)
Jonathon.doe@shqb.com

Dr. Steve Smith

Professor of Kinesiology
University of Saskatchewan
306.555.2345 (H)
Steve.smith@usask.ca

Debbie Reynolds

Business Manager
Campus Recreation
University of Saskatchewan
306.555.8798 (C)
Debbie.reynolds@usask.ca

The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.

Should I include a section on volunteering?

Volunteering is a great way to show commitment to your community and is viewed very favourably by employers. Including details about your volunteer experiences is a great way to build your resume.

Should I include an Interests or Hobbies section?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience.