

CHRONOLOGICAL RESUME

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

Your past employment experiences are your main selling feature and are relevant to the job you are applying for. Main 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 are your major accomplishments?
- Is the information you are including relevant?

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 to.

Suggested Resume Headings:

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

ANITA CAREER

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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 by 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 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	Sept. 2017 – present
<ul style="list-style-type: none">• Expected date of defense: May 2019	
Masters Certificate in Project Management Edwards School of Business – KW Nasser Centre, Saskatoon, SK	May 2017
<ul style="list-style-type: none">• Eligible to take the Project Management Institute (PMI), Project Management Professional (PMP) exam	
Bachelor of Science – Kinesiology University of Toronto, Toronto, ON	May 2016
<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–August 2016	Sept. 2016 – Aug. 2017
<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. 2015 – April 2016 <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.

One way to write your highlights of qualifications is to provide a quick snapshot of your experience, skills, academic background and personal qualities 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/strengths 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).

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

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

Should I include my extracurricular activities?

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.

This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), volunteering, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centres).

Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favourably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as *Volunteer Experience and Causes* (that you care about)

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WORK EXPERIENCE CONT.

YMCA of Greater Toronto, Toronto, ON Athletic Director

Apr. – Aug. 2016
Temporary

- 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

Make It Right New Orleans, LA

May 2018

- Assisted with creating four raised flower beds made up of local perennials reliant on composting in the Lower 9th Ward

Habitat for Humanity Project – Women Build 2017 Saskatoon, SK

June 2017

- Helped to build one home in Saskatoon, by installing vinyl siding

Memberships

- Brainsport Running Club, Saskatoon, SK
- YMCA of Greater Toronto and Saskatoon, Toronto, ON and Saskatoon, SK
- Toronto Rowing Club, Toronto, ON

Sept. 2016 – present

2012 – present

Summer 2012

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

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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.

References:

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

Reference Tips:

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your resume in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like “*References provided upon request*”
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven’t already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

Potential References:

- **Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counsellors
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbours, home stay families, personal acquaintances