

Sample: chronological résumé

In David's case, he is using his résumé to target unadvertised work opportunities in the field of media relations. Although he has no direct experience in the field — he has never held a summer or part-time position in media relations — he has a strong repertoire of skills and experiences (see his section relevant project work) that will enable him to be successful in an entry-level position. Notice that all his experiences are offered in reversed chronological order.

DAVID CHEUNG

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EDUCATION

2003–2007

Bachelor of Arts, University of Toronto

Majors: English and political science

Related courses: Politics and the Media, Public Opinion and Voting, International Conflict Management and Negotiation, Effective Writing

COMPUTER SKILLS

- Microsoft Office (Word, Excel, Publisher)
- HTML
- IBM and Macintosh environments

RELEVANT PROJECT WORK

2006

Market analysis project, Politics and Media Course, University of Toronto

- Analyzed market trends to forecast accurately April price of gold four months beforehand.
- Summarized results in final report, presented to class of 30 and received the highest mark in class (A/90%).

WORK EXPERIENCE

2002–present,
part-time and
summers

Grocery attendant, Cheung's Grocery

- Manage all aspects of store in absence of proprietor.
- Serve customers in a courteous and timely manner.
- Perform all bookkeeping duties.

2006–present

Editor, *PoliSci & You*, Political Science Students' Association newsletter

- Research and write articles on a wide range of topics.
- Survey reader opinions and needs.
- Edit and review submissions for student newsletter.
- Devised new layout and design for newsletter.

2006 summer

Tour guide, Niagara Conservation Area

- Led groups of children and adults on 20 to 90 minute tours.
- Responded to questions and promoted good wilderness behaviour.

2005
(volunteer)

Fundraiser, St. Clements Youth Association, St. Clements Church

- Organized annual fundraiser (silent auction) for church.
- Received over 100 donations from private industries within a 10-week period.
- Prepared advertising campaign, which attracted over 500 visitors within the community.
- Distributed news releases to the local media, which resulted in extensive coverage of the event as well as an interview on a popular local radio station.

2004
part-time

Telemarketer, Liberty Cablesystems

- Promoted all cable services to customers and potential new clients.
- Supervised customer accounts including billing problems.
- Prepared invoices and any other follow-up paperwork.

EXTRACURRICULAR ACTIVITIES

2004–present

Organizer, Political Science Students' Association

- Organize monthly reading groups and facilitate discussion of contemporary political issues for students in groups of 5 to 7.

2003–present

Hockey player, St. Clements Church Hockey Team

- Represent the St. Clements Church Hockey Team as a first line player.

2004–2006

Referee, Toronto Community Hockey League

- Refereed community hockey games, which involved mediating and making quick decisions.

INTERESTS

Reading current events journals, wilderness hiking and rock climbing, collecting antique Canadian toys and games.

REFERENCES

Available upon request.

