

RESUME CHECKLIST

This list will assist you in organizing the skills, achievements, experiences and interests you want to include in your resume:

- ✓ Your resume should be 1-2 pages in length.
- ✓ Clearly display your name, telephone number and email address at the top.
- ✓ Determine whether a chronological or functional resume will best highlight your skills and experience for the job you are applying to.
- ✓ Organize your resume by categories such as Summary, Education, Relevant Skills or Experience, and Community Involvement.
- ✓ Be concise. Personal information (interests and hobbies) should not be included unless it relates to the job.
- ✓ Your references should be placed in a separate document (see [References Template](#)). Only submit your references upon request of an employer.
- ✓ Have your resume reviewed by others to check for any spelling and grammar errors that you may have missed.

CHRONOLOGICAL VS. FUNCTIONAL

The following chronological and functional resume definitions and instructions are offered as a guideline and may need to be reviewed on an individual basis.

CHRONOLOGICAL

Chronological resumes are designed to display your education, employment and community involvement by date and should be listed in reverse chronological order (most recent first).

Chronological resumes are most effective when they can display an extended work history in a related field without gaps in employment.

Step 1: Identify the position you are applying for and highlight key skills, experiences, and educational requirements for the position.

Step 2: List your related education, employment, and community involvement in reverse chronological order.

Step 3: In a bulleted list, outline the skills, experiences, and achievements acquired through education and experience; beginning with the most relevant, using the language of the job posting or occupation.

FUNCTIONAL

Functional resumes are designed to focus on relevant skills and abilities obtained through education, employment, and community involvement without specifying where and when you acquired them.

Functional resumes are most effective when entering a field for the first time (students and graduates with little experience), making a drastic career change or when employment gaps may be a concern.

Step 1: Identify the position you are applying for and highlight key skills, experiences, and educational requirements for the position.

Step 2: Develop a list of key skill categories related to the position.

Step 3: In a bulleted list, outline related and transferable skills, abilities and experiences related to each of the skill categories.

CHRONOLOGICAL RESUME SAMPLE

YOUR NAME

City, Province | Phone | Email | LinkedIn URL/Online Portfolio (optional)

PROFESSIONAL SUMMARY

- 3-5 relevant bullet points about yourself and how you meet the requirements of the position
- Ex. "Business Accounting candidate with a strong knowledge of accounts payable and receivable"
- Ex. "Social Service Worker with experience supporting children and youth in a community program"

EDUCATION

Diploma/Degree | Institution Name | City, Province | In Progress
Expected Graduation: (Month, Year)

Diploma/Degree | Institution Name | City, Province | Year - Year

EMPLOYMENT EXPERIENCE

Position Title | Company Name | City, Province | Year - Year

- Action verb + what you did (more detail) + reason, outcome, or impact
- Action verb + what you did (more detail) + reason, outcome, or impact
- Action verb + what you did (more detail) + reason, outcome, or impact

Position Title | Company Name | City, Province | Year - Year

- Action verb + what you did (more detail) + reason, outcome, or impact
- Action verb + what you did (more detail) + reason, outcome, or impact
- Action verb + what you did (more detail) + reason, outcome, or impact

Position Title | Company Name | City, Province | Year - Year

- Action verb + what you did (more detail) + reason, outcome, or impact
- Action verb + what you did (more detail) + reason, outcome, or impact
- Action verb + what you did (more detail) + reason, outcome, or impact

VOLUNTEER EXPERIENCE (OPTIONAL)

Position Title | Organization Name | City, Province | Year - Year

- Action verb + what you did (more detail) + reason, outcome, or impact

CERTIFICATIONS & TRAINING (OPTIONAL)

Certification/Training | Training Provider | City, Province | Year

FUNCTIONAL RESUME SAMPLE

YOUR NAME

City, Province | Phone | Email | LinkedIn URL/Online Portfolio (optional)

PROFESSIONAL SUMMARY

- 3-5 relevant bullet points about yourself and how you meet the requirements of the position
- Ex. "Business Accounting candidate with a strong knowledge of accounts payable and receivable"
- Ex. "Social Service Worker with experience supporting children and youth in a community program"

EDUCATION

Diploma/Degree | Institution Name | City, Province In Progress
 Expected Graduation: (Month, Year)

Diploma/Degree | Institution Name | City, Province Year - Year

RELEVANT SKILLS

Skill Category Year - Year

- Accomplishments, projects, or responsibilities that demonstrate this skill
- Accomplishments, projects, or responsibilities that demonstrate this skill
- Accomplishments, projects, or responsibilities that demonstrate this skill

Skill Category Year - Year

- Accomplishments, projects, or responsibilities that demonstrate this skill
- Accomplishments, projects, or responsibilities that demonstrate this skill
- Accomplishments, projects, or responsibilities that demonstrate this skill

Skill Category Year - Year

- Accomplishments, projects, or responsibilities that demonstrate this skill
- Accomplishments, projects, or responsibilities that demonstrate this skill
- Accomplishments, projects, or responsibilities that demonstrate this skill

EMPLOYMENT EXPERIENCE

Position Title | Organization Name | City, Province Year - Year

Position Title | Organization Name | City, Province Year - Year

Position Title | Organization Name | City, Province Year - Year

VOLUNTEER EXPERIENCE (OPTIONAL)

Position Title | Organization Name | City, Province Year - Year

CERTIFICATIONS & TRAINING (OPTIONAL)

Certification/Training | Training Provider | City, Province Year

SKILLS & ABILITIES

The following list of skills, experiences, and achievements are for sample purposes only and should be rewritten to represent your experience.

SAMPLE SKILLS, EXPERIENCES & ACCOMPLISHMENTS

Customer Service

- Answered customer's telephone, mail, email and in-person inquiries in a professional manner ensuring customer satisfaction
- Provided customers with information regarding pricing and shipping times of products and services resulting in customers being educated about their purchasing decisions
- Notified customers when products were ready and/or service was complete resulting in efficient sales transactions
- Prepared and submitted detailed special order requests ensuring customer specifications and expectations were met

Office Administration

- Assigned duties to employees and observed performance to ensure adherence to company policies and procedures
- Answered inquiries pertaining to products and services ensuring client satisfaction
- Supervised staff and resolved conflicts resulting in a professional and team-oriented work environment
- Operated office equipment including computers, telephones, fax, and photocopier machines ensuring tasks were completed in the most efficient manner possible
- Compiled, stored, and retrieved data, files and reports resulting in detailed and accurate documentation

Retail Sales

- Operated a POS cash register, accepted all methods of payment, and processed cash, credit and debit payments ensuring all corporate policies and procedures were followed
- Wrapped and bagged merchandise for customers in a timely manner resulting in an efficient transaction
- Set-up advertising displays and arranged merchandise on counters, tables, and shelves to promote sales of specific products
- Stamped, marked, and tagged prices on merchandise ensuring accurate information is displayed to all customers
- Cleaned and stocked counters, tables and shelves ensuring a safe environment for all staff and customers

Server

- Provided efficient and professional dining room service to patrons ensuring satisfaction
- Recorded food and beverage orders and delivered to kitchen and bar staff ensuring accurate orders were placed and served
- Cleaned tables and set flatware, napkins and menus ensuring a sanitized dining environment
- Processed cash, credit and debit payments using a Point-of-Sale System ensuring accurate billing
- Trained new staff serving and safety procedures ensuring consistent service and ongoing customer satisfaction