



## CHRONOLOGICAL RESUME

Chronological resumes display your education, employment and volunteer experience by date and is listed in reverse chronological order. **Chronological resumes are used to display an extended work history in a specific field without employment gaps.**

To write a chronological resume you must recognize the educational requirements, skills, and experiences that the job requires. List your related education, employment and volunteer experience in **reverse chronological order**. In a bulleted list, describe the skills, experiences and achievements, beginning with a verb, which you have acquired.

### JOHN SMITH

Kingston, ON | (613) 544-5400 | johnsmith@student.sl.on.ca

#### SUMMARY

- Business Administration Marketing student at St. Lawrence College with one year of experience in social media marketing and event planning
- Experience with generating a trusting relationship and building rapport with clients to ensure goal related outcomes are achieved
- Extensive experience with PC and Mac including software applications such as Excel, PowerPoint, Word and Adobe Photoshop

#### EDUCATION

**Business Administration Marketing Diploma** | St. Lawrence College | Kingston, ON 2020

#### EMPLOYMENT EXPERIENCE

**Marketing Intern** | UHKF | Kingston, ON 2019

- Created a detailed social media plan to ensure optimization of posting times resulting in target audiences viewing the content
- Assisted in the design and development of fundraising events resulting in successful and well organized events
- Promoted events using scheduling tools on social media platforms to allow the local community to have weekly reminders resulting in increased attendance

#### OTHER WORK EXPERIENCE

**Hostess** | Denny's | Kingston, ON 2017 – 2019

- Greeted patrons, presented menus, made recommendations and answered questions regarding food and beverages ensuring customer satisfaction
- Recorded orders, relayed to kitchen and bar staff, served food and beverages and presented bill in a timely and efficient manner

#### VOLUNTEER EXPERIENCE

**Tutor** | Community Living | Kingston, ON 2018

- Assisted individuals with an intellectual disability to improve their literacy, numerical and computer skills
- Supported individuals with understanding money concepts, and increasing reading and writing skills



## FUNCTIONAL RESUME

Functional resumes focus on skills and abilities obtained through education, employment and volunteer experience without necessarily specifying where and when you acquired them. **Functional resumes are used when first entering a field or when unemployed gaps are a concern.**

To create a functional resume you must first recognize the educational requirements, skills, experiences that the job requires. Next develop a list of skill categories that relate to the position, then in a bulleted list, outline your skills, abilities and experiences related to your skill categories.

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#### EDUCATION

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#### RELEVANT SKILLS

##### Social Media

- Developed social content for a range of social platforms including Facebook, Instagram and Twitter to promote upcoming charity events
- Promoted events on social media using tools such as Hootsuite to target specific groups on various platforms
- Created a detailed tactical calendar for the employees as a guideline to when certain postings should be promoted or scheduled on social media

##### Planning and Organizing

- Assisted with the planning and development of fundraising events including creating a timeline leading up to the event, contacting sponsors and designing invitations
- Generated and maintained relationships with donors while organizing speakers to present at the event
- Completed a detailed itinerary package for guests including a scheduled timeline for events open to the public

#### EMPLOYMENT HISTORY

**Marketing Intern** | UHKF | Kingston, ON 2019

**Hostess** | Denny's | Kingston, ON 2017 – 2019

#### VOLUNTEER EXPERIENCE

**Tutor** | Community Living | Kingston, ON 2018