

Sample Chronological Resume

JOHN E. DOE

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Present

123 Rosser Avenue
Brandon, MB R0R 0R0
204-555-5555

Permanent

321 Railway Street
Manitou, MB R0R 1R0
204-777-7777

OBJECTIVE

To obtain a summer employment in the banking industry to help support my university studies and gain career-relevant experience.

SKILLS

- Excellent public relations and communications skills
- Experience in financial record keeping
- Fluently bilingual in French and English

EDUCATION

Brandon University, Brandon, MB
Bachelor in Commerce (Psychology minor), will graduate May 2005
Currently enrolled in second year (G.P.A. 3.4)

Manitou Collegiate, Manitou, MB
High School Diploma, graduated in June 2002

**RELEVANT
COURSEWORK**

Intermediate Accounting Macroeconomic Theory
Intermediate Statistics Public Finance

EXPERIENCE

Student/Youth Employment Officer – May – August 2003
Manitoba Education and Youth, Brandon, MB

- Assisted students and youth with job search strategies
- Operated job matching and referral services
- Organized several employment related events
- Responsible for a budget and financial reporting

Green Team Student – June – August 2002

Town of Manitou, Manitou, MB

- Maintained civic green-space
- Organized more efficient work scheduling system

**VOLUNTEER
WORK**

Commerce Representative – Brandon University Student Union
September 2003 – Present

- Represented interests of Commerce students
- Participated in review of student union finances

Volunteer Fundraiser – Canadian Cancer Society, July 2002 – Present

REFERENCES

Available upon request