



NOVA SCOTIA WORKS

Nova Scotia Works Employment Services Centres
in Pictou, Antigonish and Guysborough Counties
information@careerconnections.ca

CHRONOLOGICAL RESUME WORKSHEETS

Contact Information:

Your name _____
Street _____
City _____ Province _____ Postal Code _____
Home Phone _____
Work Phone _____
E-mail Address _____

OBJECTIVE (To obtain a _____ position with the opportunity to use my skills and experience):

HIGHLIGHTS OF QUALIFICATIONS/SUMMARY OF SKILLS/PROFESSIONAL PROFILE:

A brief list to explain how your qualifications match the needs of the employer.
See page 5 for examples

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WORK EXPERIENCE/WORK HISTORY/PROFESSIONAL EXPERIENCE:

- This includes full-time, part-time, co-op, internship, volunteer, summer and work-study
- List experiences you have had within your last one to four jobs.
- List your work experiences starting with your most recent.
- Describe what you did; do not just list your responsibilities. Include accomplishments.

Company Name: _____

City, Province (*country if necessary*) _____

Job Title: _____ Dates: (from) _____ (to) _____

Responsibilities & Accomplishments

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-
-

Company Name: _____

Location: City, Province (*country if necessary*) _____

Job Title: _____ Dates: (from) _____ (to) _____

Responsibilities & Accomplishments

-
-
-
-
-

Company Name: _____

Location: City, Province (*country if necessary*) _____

Job Title: _____ Dates: (from) _____ (to) _____

Responsibilities & Accomplishments

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-
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-
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EDUCATION:

School: _____
Location: City, Province (*country if necessary*) _____
Degree or Grade completed: _____ Year: _____
Description: details of Course or Degree Program (optional)
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School: _____
Location: _____
Degree or Grade completed: _____ Year: _____
Description: details of Course or Degree Program (optional)
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•
•

School: _____
Location: _____
Degree or Grade completed: _____ Year: _____
Description: (details of Course or Degree Program (optional))
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SAFETY TRAINING:

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*References available upon request
OR
References can be provided on a separate sheet of paper*

REFERENCES:

Name: _____

Title or Position: _____

Company reference works for: _____

Address: City, Province (*country if necessary*) _____

Home Phone: _____ Work Phone: _____

Name: _____

Title or Position: _____

Company reference works for: _____

Address: City, Province (*country if necessary*) _____

Home Phone: _____ Work Phone: _____

Name: _____

Title or Position: _____

Company reference works for: _____

Address: City, Province (*country if necessary*) _____

Home Phone: _____ Work Phone: _____



Additional Headings May Include:

ACCOMPLISHMENTS

PROFESSIONAL DEVELOPMENT

ORGANIZATIONS AND POSITION(S) HELD

LANGUAGES

HOBBIES

MILITARY

LICENSES

PUBLICATIONS

HONORS AND AWARDS

(Others may be added as required)

Skill Set List for Highlights of Qualifications:

- Able to communicate and interact effectively with individuals of all levels
- An experienced team player, bringing enthusiasm and energy into group efforts
- Assertive, self motivated, goal oriented, organized and efficient
- Able to develop and implement new systems
- Able to direct and lead others to produce desired results
- Able to work with others towards a team goal
- Able to please customers under all circumstances
- Able to recognize client needs and meet or exceed them
- Able to work under pressure and meet deadlines
- Achieved consistent client satisfaction
- Adept at both oral and written communication
- Can work within a set budget and meet or exceed expectation
- Capable of handling multiple projects concurrently
- Demonstrated record of high performance standards, including attention to schedules, deadlines, budgets and quality of work
- Demonstrated accuracy, attention to detail and ability to work well in a team environment
- Efficient and courteous
- Excellent communication, interpersonal and organizational skills
- Proficient in the use of various software packages including...
- Quickly to learn new procedures and methods
- Skilled at encouraging others and developing rapport
- Skilled at organizing complex projects, defining project priorities and delegating tasks
- Well organized and efficient
- Work well in a high pressure environment



RESUME SAMPLE

JENNY JOB SEEKER

20 Anywhere Street Antigonish, Nova Scotia B2G 1H1 jennyjseeker@hotmail.ca
(902) 555-5555

OBJECTIVE:

A _____ position with the opportunity to utilize skills and experience.

SUMMARY OF SKILLS OR HIGHLIGHTS OF QUALIFICATIONS:

- Strong working knowledge of computers
- Very organized and structured in doing tasks
- Proficient office skills
- Adaptable to different clients and changing situations

Make this section relevant to the job you are applying on. Use the job ad or job description to help you list the qualifications you have and they need.

WORK EXPERIENCE:

The Hospital

Office Administration Assistant

- Maintain computerized accounts
- Operate telephone systems to direct calls
- Manage computerized directory listing system

January 1999-Present
New Glasgow, Nova Scotia

Arrange your Headings according to what is most relevant. You may even split your Work Experience to have Relevant Work Experience and Other Work Experience.

A Rockin' Restaurant

Kitchen Assistant

- Prepared food items such as sandwiches, soups and cakes
- Washed dishes, pots and pans using commercial dishwasher
- Responsible for setting up tables and placements
- Adhered to all safety regulations

1995 to 1996
Antigonish, Nova Scotia

Self-Employed

Landscaper

- Weeded and cultivated garden beds manually
- Operated gas powered trimmer and lawn motors
- Repaired, sanded and painted fences

1994
Guysborough, Nova Scotia

EDUCATION:

Nova Scotia Community College-Picotu Campus

Office Administration

June 1999
Stellarton, Nova Scotia

Dr. John Hugh Gillis Regional High School

Grade 12

June 1997
Antigonish, Nova Scotia

The Education section should be before Work Experience if you are a recent graduate

You can have additional headings: Volunteer Work, Awards, and Interests

REFERENCES AVAILABLE UPON REQUEST