

Resume Templates



Chronological Resume Template

Full Name

City, Province/Country
Phone Number, Email Address

Education

(Depending on your experience, you may choose to place this above or below your work experience.)

Title of Degree

20xx-present

School Name

City, Province/Country

- Courses
- Thesis/special projects
- GPA
- Awards

Work Experience

(Usually ahead of education, students may want to put education ahead of this section if they don't have a lot of experience yet. Start with the most recent experience and go backwards.)

Title of Position

20xx-present

Name of Company/Organization

City, Province/Country

- What you did + how you did it + the result/impact
- Accomplishment based language
- Action words
- No personal pronouns
- 2-5 bullet points per position

(Before doing the skills section, this is where you should include experience/education based additional sections such as certifications and volunteer experience.)

Skills

(Considered the least important part of the chronological resume, this is usually in bullet point form. Should reflect the rest of the resume.)

- Skills can be one word
- Skills can also be a category followed by what lies in the category, here are examples:
- Computer skills: C++, Python, Office365, Javascript
- Communication
- Customer Service

Resume Templates



Functional Resume Template

Full Name

City, Province/Country
Phone Number, Email Address

Skills

The main feature of a functional resume, this will be your longest section. Use action verbs to describe how your skills led to results. When figuring out which skills to use, base it off what skills the employer is looking for. Here are some examples:

Teamwork Skills

- Successfully collaborated with ___ coworkers achieving ___
- Effectively trained ___ Employees, resulting in ___
- Coordinated ___ projects, which resulted in ___

Research Skills

- Thoroughly researched ___ resulting in ___
- Applied exemplary attention to detail while analyzing results, resulting in ___
- Accurately Surveyed and reported customer behaviour, resulting in ___

Organizational Skills

- Ensured successful coordination of ___ resulting in ___
- Effectively implemented ___ program ___ resulting in ___
- Maintained organization of day-to-day operations resulting in ___

Education

Title of Degree

School Name

- Courses
- Thesis/special projects
- GPA
- Awards

20xx-present
City, Province/Country

Work Experience

Title of Position

Name of Company/Organization

Write a brief description here describing the role in 2-3 sentences.

20xx-present
City, Province/Country

When adding extra sections, be sure to order them based on whether they are skills based or experience based.

Resume Templates



Hybrid Resume Template

Full Name

City, Province/Country
Phone Number, Email Address

Education

Title of Degree

20xx-present

School Name

City, Province/Country

- Courses
- Thesis/special projects
- GPA
- Awards

Work Experience

Title of Position

20xx-present

Name of Company/Organization

City, Province/Country

- What you did + how you did it + the result/impact
- Accomplishment based language
- Action words
- No personal pronouns
- 2-5 bullet points per position

Title of Position

20xx-20xx

Name of Company/Organization

City, Province/Country

- What you did + how you did it + the result/impact
- Accomplishment based language
- Action words
- No personal pronouns
- 2-5 bullet points per position

Skills

Teamwork Skills

- Successfully collaborated with ___ coworkers achieving ___
- Effectively trained ___ Employees, resulting in ___
- Coordinated ___ projects, which resulted in ___

Research Skills

- Thoroughly researched ___ resulting in ___
- Applied exemplary attention to detail while analyzing results, resulting in ___
- Accurately Surveyed and reported customer behaviour, resulting in ___