

# Reverse Chronological Resume Guidelines



## Your Name

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167 Your Street, City, Province, T0T 2T3 | 416-416-4166 | youremail@address.com

## OBJECTIVE

Title of the position you're applying for/ or area of interest and what you can do for the company.

## SKILLS SUMMARY

- Number of years experience in relevant paid or unpaid work.
- Relevant special knowledge, training, or certification.
- Relevant accomplishment/ soft or hard skill/ attribute.
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- Languages/ computer skills, etc.

## WORK EXPERIENCE (or CAREER-HISTORY EXPERIENCE)

### Most recent job title

Organization, City, Province

Month/ Year — Month/ Year

- An action statement relevant to the job requirement, highlighting how you did the task and results or accomplishments that you had.
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### 2<sup>nd</sup> Most recent job title

Organization, City, Province

Month/ Year — Month/ Year

- An action statement relevant to the job requirement, highlighting how you did the task and results or accomplishments that you had.
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## VOLUNTEER EXPERIENCE

Volunteer title

Organization, City, Province

Month/ Year — Month/ Year

- An action statement relevant to the job requirement, highlighting how you did the task and results or accomplishments that you had.

## EDUCATION

Degree/ Major or concentration

Institution, City, Province

Month/ Year