

Chronological Format

Use this format if you have experience for the job / field you're applying to

FirstName LastName

Address, City, Province Postal Code

Phone: 250-123-4567

Email: SampleStudent@email.com

Objective: Seeking a full-time position as ___(job title)___ at ___(company name)___.

Highlights

- Currently enrolled in _____ program at North Island College
- (list other things the employer should know about you)
-
-

Work Experience (list in order of most recent experience to least recent)

Prep Cook**January – April 2018**

ABC Restaurant, Courtenay, BC

- Performed meal preparation duties for lunch and dinner service, assisted chefs as needed
- (Explain the duties that you performed and try to match what the company is looking for)
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Job Title**Start Date – End Date**

Company, Location, Province (or country if international)

- (Explain the duties that you performed and try to match what the company is looking for)
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Education (list in order of most recent experience to least recent)

Academic Program Name**Currently Enrolled**

Name of School, Location, Province (or country if international)

Academic Program Name**Year you finished**

Name of School, Location, Province (or country if international)

Availability (for example)

Anytime on Thursdays, Fridays, and Saturdays, possibly other mornings

Maximum 20 hours per week

Languages (for example)

Fluent in English, Hindi and Swahili, and conversational French.

References – Available upon request (OR)

Bob Smith

Manager at ABC Restaurant

Courtenay, BC

Phone: 250-111-1111

FirstName Last Name

Job Title & Company

City, Province (or country)

Phone: xxx-xxx-xxxx

FirstName Last Name

Job Title & Company

City, Province

Phone: xxx-xxx-xxxx