
Career Services @ Western Employment Help Centre

CHRONOLOGICAL RÉSUMÉ

- This type of résumé is one the most commonly used, and therefore, the most recognizable format by employers
- The emphasis of this type of résumé is on your varied work history
- Your work experiences are arranged in reverse chronological order (most recent being first!)
- This type of résumé always includes details such as:
 - title of position held (i.e. waitress or camp counsellor)
 - name of company/business where you worked
 - length of employment (include years and/or months)
 - what you did, with a focus on knowledge gained and skills developed or enhanced instead of a simple listing of duties and responsibilities
- Headings you might include with this style are:
 - Job/Career Objective
 - Profile/Highlights of Skills
 - Education
 - Related/Relevant Work Experience
 - Other Experience
 - Volunteer Activities
 - Extra-curricular Activities
 - Interests

ADVANTAGES	DISADVANTAGES
<ul style="list-style-type: none">• most employers are familiar with this style• is easy to read and prepare• provides clear snapshot of career path and experience• useful if experience you have is related to position sought as it can emphasize a relevant employment record	<ul style="list-style-type: none">• quite clearly illustrates gaps in employment• shows frequency of job changes if they exist• shows lack of career progress and experience• could be difficult for employers to quickly scan through your strong skills and qualities

JOE SMITH

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CAREER OBJECTIVE: To obtain a rewarding nursing position with the London Health Science Centre

PROFILE

- compassionate, professional approach and committed to service-oriented work
 - experienced and effective in helping patients adjust to changes in health
 - ability to develop rapport, inform, and instruct a diverse range of people
 - organized, thorough, and highly dedicated within my work and school activities
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EDUCATION

Bachelor of Science, Nursing program
The University of Western Ontario, London, Ontario

Graduated in June 2006

RELEVANT WORK EXPERIENCES

Nursing Student, General Medicine Unit, University Hospital, London, Ontario **Jan. - April 2006**

- acquired basic important nursing skills: administration of medications through various routes; dressing changes and wound assessment; specimen collection; descriptive and accurate verbal and written reports; IV tube, NG-tube and G-tube use and maintenance; processing of physician orders; catheter care; proper transferring and positioning of patients
- provided education and emotional support for clients and their families to reduce their anxieties and to build a trusting and empathetic nurse-patient relationship
- received statements of appreciation from patients and family members for the kind and compassionate care given to them, along with positive evaluations from Faculty Advisor

Nursing Student, Community Placement, Kennedy Centre, London, Ontario **Sept. - Dec. 2005**

- interacted with a patient population affected by homelessness, poverty, and mental illness that positively resulted in an increased awareness of the importance of bestowing compassionate nursing care
 - integrated Nueman's Systems Theory into practice to gain an understanding of the concerns, health issues and needs of the community to provide nursing interventions that were appropriate and meaningful to a very diverse range of patients of different ages and cultures
 - developed programs with members to establish a relationship that facilitated community directed changes
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OTHER WORK EXPERIENCES

Administrative Assistant, Ministry of Health, London, Ontario

Summers 2001 - 2005

- delivered administrative support to a team of ten to twelve health-care professionals allowing other team members to concentrate on their busy case loads
- kept track of reports, processed documentation, and communicated multiple information to various team members to maintain organization and efficiency
- trained new clerical staff on use of computer programs and record keeping and established solid office routines to quickly integrate new staff into the work environment

Lifeguard/Instructor, Windsor Y.M.C.A., Windsor, Ontario

Summers 2000 - 2001

- performed rescues and basic medical procedures
 - taught lifesaving techniques, aquatic skills, and other water sports
 - earned Leaders Assistant Instructors Award for demonstrating outstanding teaching skills
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Monday - Friday, 2:00 to 4:00 p.m., U.C.C., Room 270 <http://www.career.uwo.ca>