

# Formatting and Design Tips – Reverse Chronological Resume

- Top ½ of the first page contains the applicant’s personal information.
- The name is **bolded** and uses font 16.
- The contact information is **accurate**.

**Name**  
Address  
Telephone Number Email Address

- The page margins are 1 inch.
- Font size is 11 using Calibri

## Summary of Qualifications

In this short paragraph, highlight your key skills and qualifications. Summarize significant accomplishments focusing on those that are relevant to the particular job. Some elements to include are the number of years of relevant experience you have in a particular job, relevant training or education and a sentence about your values or work philosophy.

Use the job description to **target this section** to the required and desirable requirements of the job.

## Education

**Program Name** Month, Year – Month, Year  
Name of the University or College, City, Province or State

- Consider highlighting an area of specialization, relevant courses taken or a major accomplishment

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## Work Experience

**Job Title** Month, Year – Present  
Name of Employer, City, Province or State

- Detail your accomplishments, as one-liners, capturing your skills, what you did and what that meant for your employer.
- Your one-liners should start with an action verb. Don’t be passive in your description.
- Quantify, Qualify and Remember to Show not Tell! Consider using the SAR method.

**Job Title** Month, Year – Month, Year  
Name of Employer, City, Province or State

- Detail your accomplishments, as one-liners starting with an action verb.

- Work experience is in **reverse chronological order**.
- For the years of employment, include months only if you have been in a particular position for less than one year.
- Consider breaking up the work experience section into **‘relevant’ and ‘additional’ work experience** to more easily target the requirements of the job description.
- Write in the **present tense** if you are still doing the job. Write in the **past tense** if this was a previous employment.

**The first page should contain all required education, experience and skills** targeted to the job description.



- **Optional sections** include:

->Volunteer Experience

-> Professional Affiliations/Memberships

-> Activities, Interests and Hobbies

-> Languages

-> Awards

## Volunteer Experience

### Volunteer Title

Month, Year – Month, Year

Name of Employer, City, Province or State

- This section is formatted in the same way that the work experience section is formatted (i.e. dates are aligned to the side, the volunteer title is bolded)
- Accomplishments that are clearly linked to the job requirements should be introduced with an action verb and should be one-liners.

## Professional Affiliations/Memberships or Professional Development

### Membership

Month, Year – Month, Year

Position or type of membership

- List memberships, particularly those relevant to the position.
- List certificates, particularly those relevant to the position

## Languages and Skills

- List specific languages that you know, specifically those that are required or desired, as per the job description.
- List specific skills, particularly computer skills. Review the job requirements to ensure that you lead with skills that are required for the position.

## Activities, Interests and Hobbies

- Target activities, interests and hobbies to the requirements of the job description.
- Remember show, don't tell.

## Awards

- List any awards, particularly those that highlight your strength and that show a commitment towards a task.

- Remember to **be consistent!** Ensure the dates and job titles are aligned. Ensure the same bullets are used throughout the document. Ensure consistent spacing throughout the document.

For more information please visit <https://www.pursuingjobs.com>

