

A Quick Guide to Building Your Own Chronological Resume

Johnny J. Seeker

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Objective: Construction Foreman Position

Highlights of Qualifications

- ✓ Two years experience as a Foreman and over nine years working in the construction industry
- ✓ Construction Forming, Framing and Finishing certificate
- ✓ Occupational First Aid Level 1, WHMIS and Transportation of Dangerous Goods certificates
- ✓ Proven ability to perform heavy manual labour under difficult working conditions
- ✓ Expert math skills: able to calculate volumes, areas, lengths, percentages and conversions
- ✓ Demonstrated ability to understand and carry out verbal and written instructions
- ✓ Possess a variety of construction hand and power tools

Employment Experience

Foreman, Jones & Sons, Parksville, BC

2007 – 2011

- Led a productive crew of up to 10 employees
- Effectively communicated with customers, contractors and management
- Responsible for time-sheet tracking, coordinating labour and material deliveries
- Examined and inspected work progress, equipment and construction site to verify safety and ensure specifications were met

Construction Labourer, Jack's Construction, Parksville, BC

2004 – 2007

- Safely operated specialized tools and equipment used in the construction industry
- Assisted with construction projects and performed general duties including demolition, paint preparation, installation of various construction materials and work site cleaning
- Responsible for pouring, smoothing and finishing cement and concrete using float, trowel, and powered cement finishing tool

General Labourer, G & L Contracting, Nanaimo, BC

2000 – 2004

- Excavated brush and debris from residential and commercial lots
- Performed physical labour for heavy equipment operation including excavation, trenching and shovelling
- Experienced in mixing and pouring concrete and keeping construction sites organized

Certificates & Training

Construction Forming, Framing and Finishing Certificate, Discovery College, Nanaimo, BC

Occupational First Aid Level 1, WHMIS and Transportation of Dangerous Goods certificates

Grade 12, Kwalikum Secondary School, Qualicum, BC

Suggested format only

If you would like additional assistance with your resume or cover letter, sign up for the next available workshop or make an appointment to meet with an Employment Consultant.

A Quick Guide to Building Your Own Combination Resume

JANE DOE

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Objective: Administrative Assistant

SUMMARY OF QUALIFICATIONS

- ❖ Experienced professional with over five years providing administrative support
- ❖ Applied Business Technology certificate
- ❖ Maintain excellent written and oral communication skills and problem resolution abilities with a high level of confidentiality
- ❖ Possess advanced computer skills: proficient in MS Office software and advanced word processing skills
- ❖ Detail-oriented and resourceful in completing projects with the ability to multi-task effectively and take initiative

RELEVANT SKILLS & EXPERIENCE

Administrative Support

- Performed administrative and secretarial support functions for a large sports manufacturer
- Liaised between all departments to ensure proper communication and reporting practices
- Responsible for hiring and training administrative support personnel
- Ensured basic requirements of the office were met including phones, front office desk coverage and filing
- Handled all scheduling, organized meetings, events and travel and confirmed all appointments
- Created promotional materials, produced monthly newsletter and updated website

Reception

- Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment
- Re-designed all business forms to increase clarity and effectiveness
- Accurately recorded meeting minutes and managed databases
- In-charge of inventory, ordered supplies and liaised with vendors
- Successfully dealt with customer/client concerns and questions in a calm diplomatic manner

PROFESSIONAL HISTORY

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|---|-----------|
| Front Desk Support , Innovative Sports Technologies, Vancouver, BC | 2008-2011 |
| Customer Service , Global Systems International, Burnaby, BC | 2005-2008 |
| Receptionist , Ward Family Counselling, Nanaimo, BC | 2003-2004 |

EDUCATION

Applied Business Technology, Vancouver Island University, Nanaimo, BC
Grade 12, Ballenas Secondary School, Parksville, BC

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