



In2work Executive Sourcing

The Chronological Resume

The Chronological resume lists your education and professional memberships in reverse order (e.g. most recent first). This is followed by various employment positions in reverse order. The advantage of this format is that it presents your background in a clear, straightforward manner. It emphasizes your most recent experience and it enables the reader to review your background quickly. This is the most common kind of format used in Australia.

Example Chronological Resume:

Confidential Resume of Name

PERSONAL DETAILS:

NAME:

ADDRESS:

EMAIL:

PHONE:

LINKEDIN PROFILE: (Optional)

MARITAL STATUS: (Optional)

DATE OF BIRTH: (Optional)

INTERESTS: (Optional)

EDUCATION:

TERTIARY:

University:

Subject:

Year completed:

SECONDARY:

School:

Level:

Year completed:

PROFESSIONAL QUALIFICATIONS:

COMPUTER EXPERIENCE:

EMPLOYMENT HISTORY

PERIOD:

COMPANY:

TYPE OF COMPANY:

POSITION:

RESPONSIBILITIES:

Usually, the Resume/CV, whatever type it is will be in a Microsoft Word Document Format so that the company can save it to a Database and Word allows it to be read by most Databases that identify Keywords.

We have seen Resumes created in Word, Excel, PDF, Powerpoint (ideal if you have an interview scenario) and also as a website – the idea of the Resume is to gain an audience for a face to face interview so ensure that the content of the CV is accurate, up to date and probably most importantly suitable for the Role that you are applying for.