

# SAMPLE CHRONOLOGICAL RESUME: 1

SUSAN THOMPSON

17 University Avenue

Halifax, NS, B3S 1K2

902. 234. 5526

[Sarah.Thompson@msvu.ca](mailto:Sarah.Thompson@msvu.ca)

## EDUCATION

### **Bachelor of Arts, Philosophy**

2009

*Mount Saint Vincent University, Halifax, NS*

## EXPERIENCE

### **Career Assistant**

2007-2009

*Career Planning Centre, Mount Saint Vincent University, Halifax, NS*

- " Posted incoming job opportunities for students
- " Demonstrated good communication skills answering phones and fielding questions
- " Informed students about workshops and recommended resource material
- " Worked as part of a team in a fast-paced, multi-tasked environment

### **Chauffeur**

Summer 2008

*Discount Car & Truck Rental, Truro, NS*

- " Personally escorted customers to and from destinations
- " Established good rapport with clients which resulted in repeat business
- " Worked in an office environment assisting staff with duties including answering phones and scheduling pick ups

### **Administrative Assistant**

Summers 2006-2007

*Babcock & Wilcox Canada Ltd, Halifax, NS*

- " Monitored inventory recording and revamped inventory lists daily
- " Performed general office duties including filing and photocopying
- " Worked with Microsoft Excel computer software

## ACHIEVEMENTS AND ACTIVITIES

- " Volunteer Tutor, Queen Elizabeth High School 2006-2007
- " Accomplished Organist: Kiwanis Music Festival gold Medal Winner 2006
- " Volunteer music teacher 2004-2005

## SAMPLE CHRONOLOGICAL RESUME: 2

**JULIE HOUSE**

[Julie.house@msvu.ca](mailto:Julie.house@msvu.ca)

**Temporary Address:**

42 Preston, Apt 203  
Halifax, NS, B3H 4K9  
902. 334. 8899

**Permanent Address:**

12 Hamilton Drive  
Truro, NS, B2K 1W3  
902. 445. 2553

### EDUCATION

**Bachelor of Public Relations**

Mount Saint Vincent University, Halifax, NS (Expected graduation May 2010)

**Certificate in French for Non-francophone's**

Université du Québec à Trois-Rivières, Trois-Rivières, QC (April 2006)

**Bachelor of Arts in French**

Memorial University of Newfoundland, St John's, NL (May 2005)

### PUBLIC RELATIONS EXPERIENCE

**Communications Student**

Privy Council Office, Ottawa, ON (January-April 2009)

- " Prepared media relations plan for 2008 Federal Budget in conjunction with Prime Minister's Office
- " Assistant with production of Federal Consultation Overview and supported development of data-based calendar for internet site
- " Managed co-ordination and distribution of questionnaire for federal communications employees
- " Assisted senior communications advisors in providing support to federal government departments
- " Wrote articles and interviewed employees for the quarterly newsletter

**Communications Student**

Department of Fisheries and Oceans, St. John's, NF (May-August 2008)

- " Conducted media relations for public consultations
- " Wrote analytical report on public consultation process for proposed initiative
- " Reviewed and edited articles for regional and national employee newsletters
- " Interviewed employees for human interest stories and profiles
- " Drafted copy and design layout for brochure and regional fact book
- " Planned special events for Oceans Day and Kids Day

## **EMPLOYMENT HISTORY**

### **Legislative Assistant**

House of Assembly, St. John's, NF (February-September 2005)

### **Historic Site Interpreter (bilingual position)**

Parks Canada, St. John's, NF (Summer 2003 and 2004)

### **Tourist Information Officer**

Newfoundland and Labrador Department of Tourism (Summer 2001-2002)

## **EXTRA-CURRICULAR AND VOLUNTEER EXPERIENCE**

" Contributing Writer, The Sentinel, campus newspaper (2008- present)

" Student Member, Canadian Public Relations Society (2007- present)

" Data inputting, IWK Grace Health Centre Telethon for Children (2008)

" Public Relations Planning Committee, Recreation Association of Nova Scotia (2007)

## **ADDITIONAL TRAINING**

Emergency First Aid Course, St. John Ambulance (2008)

French Immersion Programs:

" Université du Québec à Trois-Rivières (Spring 2006)

" Cégep de Trois-Rivières (Summer 1999 and 2000)

## **REFERENCES AND PORTFOLIO AVAILABLE UPON REQUEST**