

Sample Résumés*Chronological Résumé Sample*

<p>JAMES ROBERTS 102 Pape Ave. Toronto, Ontario M79 3B4 (416) 555-9233 jroberts@sympatico.ca</p>	
EDUCATION	
1997 – 2002	<p>BACHELOR OF COMMERCE York University North York, Ontario</p> <p>Relevant courses: Sales/Marketing, Accounting, Business Law, Microeconomics</p>
WORK EXPERIENCE	
May 2001 – Present	<p>ACCOUNTING ASSISTANT Drake Office Systems, Mississauga, Ontario</p> <ul style="list-style-type: none"> - processed orders and prepared end-of-month statements for clients - assisted in designing new accounting software package for the firm - responsible for customer inquiries concerning their accounts
Summer 1997-2000	<p>TELEPHONE REPRESENTATIVE Triumph Advertising, Scarborough, Ontario</p> <ul style="list-style-type: none"> - conducted telephone interviews with clients regarding new, innovative consumer products - achieved top sales award for the month of June in 1996 - diligently performed routine duties such as filing and photocopying
MEMBERSHIPS	Canadian Business Association – Associate Member
INTERESTS	<ul style="list-style-type: none"> - Enjoy reading many business magazines including 'Canadian Business' and 'Fortune' - Recently awarded first prize in Grade 12 business simulation project at York University - Active member of the Toronto East Softball Association
REFERENCES	Available on request

Functional Résumé Sample

RUTH CHANG
885 Robson St., Vancouver, B.C., V8T 4N6
(604) 555-8744

OBJECTIVE

To contribute over 3 years experience in graphics design, communications and administration to an entry-level position in advertising.

SKILLS AND ABILITIES

- Effectively performed advertising duties for small public relations firm.
- Gained experience in many creative aspects including story board layout and the development of marketing strategies for clients.
- Demonstrated ability to work well in a team setting, and assist others to meet their deadlines.
- Thoroughly researched sales and industry guidelines for advertising convention held last year.
- Experience in business writing and accounting procedures within department.
- Recognized by firm for ability to effectively communicate with clients and keep them updated on their accounts.

EDUCATION

BACHELOR OF ARTS - ENGLISH
University of Victoria, Victoria, B.C.

ADDITIONAL INFORMATION

- Keep abreast of industry by reading publications such as *Marketing Today*
- Awarded Most Valuable Player at university basketball meet in 1996
- Completed Saint John's First Aid Course in December of 1995

REFERENCES

Supplied upon request

MICHELLE LEDUC

3600 Avenue du Parc, Apt 323
 Tel: (514) 555-3921
 Montreal, Québec H2X 3R2
 Fax: (514) 555-6497

EDUCATION

1999 – 2001 **BUSINESS ACCOUNTING DIPLOMA**
 École Polytechnique de Montréal
 Montreal, Quebec

WORK EXPERIENCE

June 2000 - **JUNIOR ACCOUNTING ASSISTANT**
 Present Premador Installations, Montreal, Québec
 - organized accounts payable and accounts receivable procedures
 - assisted in preparing annual accounting statements
 - trained new employees on relevant accounting software

May 1997 **SALES ASSOCIATE**
 Sept. 1999 Hudson's Bay Company, Montreal, Québec
 - sold sporting goods and responded to customer inquiries
 - achieved sales above quotas that were established for each month
 - participated in year-end inventory of products

SKILLS AND ABILITIES**COMMUNICATION**

- Effectively instructed and presented staff with new accounting applications
- Diligently responded to customer needs and generated high levels of sales

ANALYTICAL

- Demonstrated ability to work well with numbers in preparing accounting statements
- Researched and formulated amounts for various expense accounts

ORGANIZATIONAL

- Assisted in preparing sales floor and department for inventory procedures
- Coordinated the accumulation of sales and costs figures for each department

ADDITIONAL INFORMATION

- Active member of the Montreal Board of Trade
- Volunteer annually in the Variety Village Walkathon

REFERENCES AVAILABE ON REQUEST