

SAMPLE CHRONOLOGICAL FORMAT

COLIN STUART DOBSON

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Burnaby, British Columbia

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(604) 555-1986 (weekends)

OBJECTIVE

- entry level position in maintenance or custodial department of a large organization

WORK EXPERIENCE

Sept. - Dec. 1989

Apex Mobile Cleaning Services

- assisted team of cleaners in night cleaning of offices

June - Sept. 1989

Pacific National Exhibition

- cleaned stadium and exhibition grounds after events
- member of crew which consistently cleaned section faster than other crews, while maintaining cleanliness standards

Jan. - June 1989

Mount Pleasant Senior Citizen Home

- volunteer as part of High School Co-op program
- cleaned rooms, activity areas, bathrooms, kitchen and grounds
- reorganized equipment storage and improved equipment maintenance

EDUCATION

Burnaby Central Secondary School

- high school graduate, June 1989
- co-op industrial program, including courses in construction, electricity and automotives

INTERESTS

- rebuilding bicycles
- cabinet making

REFERENCES

Oscar Delarenta

Manager, Apex Mobile Cleaning Services
555-5821

Ms. S. Lippcott

Custodial Supervisor, Pacific National Exhibition
555-1211

*
Need
3 refs.

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