



# How to Write a Resume

A resume should be easy to read and created for the type of employment you want.

## Resume Content

- Print 10 to 20 job advertisements and create a list of the skills, education and experience that were mentioned
- Make sure that your resume includes the skills and experience listed most often
- Your resume should be different for each position you are applying for, because resumes that don't have a clear goal may not be considered
- Make sure that your most important skills and experience are summarized and listed near the top of the page
- Use verbs to describe your accomplishments relevant to your job goal
- Present specific achievements such as how much money you saved the company or how many parts you completed per day
- Only list jobs from the last 10 to 15 years, because they are often the most relevant and may minimize age discrimination
- Leave out the word "I" and avoid using "Responsible for..." or "Duties included..." and describe the skills you used for the job instead
- Include the years you were working with each employer and always ensure that the information in the resume is accurate

## Appearance of the Resume

- Put your contact information at the top of your resume and use this same contact information for your cover letter, references and thank you letters. This creates a professional image with employers.
- Most resumes should be 1 to 2 pages in length and choose Arial or Times New Roman for the font
- Use a list with bullets to describe your experience and accomplishments - bullets are clear and easy to read
- Font size should be size 11 or 12, except for your name, which should be bold and larger than other text.
- Do not include the names of your references on your resume
- It is optional to use the phrase "References are available upon request" at the bottom
- Make sure your resume is free of spelling and grammar mistakes. It is best to have another person proofread it
- Use a laser printer to print your resume and use good quality white paper

# SAMPLE HEADINGS

Here are some examples of different heading titles that can be used:

## **SUMMARY OF QUALIFICATIONS**

- Summary of Qualifications
- Career Achievements
- Professional Profile
- Skills Summary
- Summary of Skills
- Career Related Skills
- Highlights of Qualifications
- Employment Related Skills
- Relevant Skills
- Professional Background

## **ADDITIONAL EXPERIENCE**

- Additional Experience
- Military Service
- Related Activities
- Additional Employment History
- Other Employment History

## **EDUCATION AND TRAINING**

- Education and Training
- Credentials
- Educational Experience
- Specialized Training
- Educational History
- Academic Background
- Academic Training

## **MEMBERSHIPS**

- Memberships
- Professional Affiliations
- Professional Associations
- Association

## **EMPLOYMENT HISTORY**

- Employment History
- Industry Related Experience
- Work Experience
- Professional History
- Employment Experience
- Work History
- Relevant Experience
- Professional Experience
- Related Experience

## **VOLUNTEER EXPERIENCE**

- Volunteer Experience
- Volunteer Work History
- Community Involvement
- Volunteer Activities

## **SPECIFIC SKILLS & AWARDS**

- Awards and Scholarships
- Scholarships Special
- Awards Language
- Additional Skills
- Special Honours
- Related Accomplishments
- Special Recognition