**Résumés**

***Your one-minute “quick connect” – on paper***

Your résumé is an opportunity to **market your skills** to an employer

and **show a match** between you and the work

* Make it concise, powerful, persuasive, and extremely well written
* Describe your experiences and highlight your skills relevant to the work
* Catch the employer’s positive interest so they call you for an interview

Make decisions about **content** and **format** based on research done on the company and the job posting

* Determine how you can contribute and what the employer is looking for in a candidate
* Answer the employer’s likely question: “What’s in it for me?”

Write to create a positive and professional **image**

Provide hard evidence (examples) of achievements so that the employer can picture you doing the work.

* Minimize space needed by using creative and precise wording.

Start with action words (verbs) to pinpoint your accomplishments. Say what you did and how you did it, not only what you were responsible for.

Use keywords that create a positive impact and phrases that describe your strengths.

**First Impressions** are lasting impressions – **proofread** your résumé with care, then

Write and re-write and proofread it again. Have it checked by someone who pays close attention to details and has excellent written communication skills. For help, meet with your **Career Resource Facilitator in the Career Centre.**

**Be Prepared!**

Opportunities often arise when you least expect them. Have a résumé ready that you can adapt to specific positions.

Once you hand in your application – be ready to answer the call for an interview.

**Make it Beautiful!**

* This is your brand: make it nice to look at, easy to read, and pleasing to the eye.
* The font & formatting should be clear and clean.
* Spacing should be balanced; the page should be mainly filled, mostly symmetric but not busy or over-full.
* Each page (resume, cover letter, and reference sheet) should match and all should have your name.

***BASIC RESUME OUTLINE***

**Your Name**

Address ● Postal Code ● Phone Number ● Email Address

**OBJECTIVE**

State the kind of employment you are seeking.

You will have different objectives for different jobs.

**RELEVANT SKILLS**

Make a list using bullets. Ideally, these skills pertain to the job you are seeking. Computer Programs? Bilingual? Good communications or customer service abilities? All this and more goes here.

**WORK EXPERIENCE**

Date (start – finish)

Company Name

Position Held

List duties &tasks that made up your job/examples of work you did. Start each entry with action words/verbs.

Begin with most recent position. No work experience? Then put your education information first.

**VOLUNTEER EXPERIENCE**

Date (start – finish)

Company Name

Position Held

List duties &Tasks that made up your job/examples of work you did. Start each entry with action words/verbs.

Begin with most recent position.

**EDUCATION**

CURRENT GRADE OR EXPECTED GRADUATION YEAR

School Name

Location

List relevant electives, keyboarding speed, special aptitudes i.e. math, sciences, computers, etc. also include certificates, such as food safe, work safe, first aid, and such.

**AWARDS AND ACHIEVEMENTS**

(Your activities may lead to recognition and awards. These should be listed here – examples would be awards for environmental activity or awards from school for high academic or sports achievement or contests won, etc.)

**INTERESTS AND ACTIVITIES**

Examples: reading, sports, art, music, clubs, classes etc.

*~REFERENCES AVAILABLE UPON REQUEST~*

**References for**

**Your Name**

Address ● Postal Code ● Phone Number ● Email address

List three – do not use family

Use only adults as references and always obtain their permission before giving out the information.

1. Name of reference (Mr./Mrs./Ms.)

Occupation / title

Location

Telephone Number

Email address

1. Mr. James Snodgrass

Defense Against the dark Arts teacher

Centennial School

570 Poirier Street

Coquitlam, B.C. V3J 6A8

604-936-7205

[jsnodgrass@sd43.bc.ca](mailto:jsnodgrass@sd43.bc.ca)

1. Ms. Miniverva Montagne

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