**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**

● Email Address ● Phone Number ●City

**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? Punctuality? Reliability?

**WORK EXPERIENCE**

Date start – finish (or length)

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

**CERTIFICATIONS**

School Name

Location

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

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**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~*