

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

- Write and re-write and proofread. 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.

BASIC RESUME OUTLINE

Your Name
Address
Postal Code
Phone Number

OBJECTIVE (State the kind of employment you are seeking)

RELEVANT SKILLS/ATTRIBUTES
OR ACCOMPLISHMENTS (Make a list)

WORK AND
VOLUNTEER EXPERIENCE (Start with most recent. No work experience? Then put your education information first.)

Date (start – finish) Company Name
Location
Position Held (List duties. Start sentences with action words such as 'initiated', 'responsible for'. Use at least two or three sentences to describe responsibilities.)

EDUCATION (Start with current school – your highest level achieved to date and work back)

Date (start – finish) School Name
Location
(List grade, electives, keyboarding speed, special aptitudes i.e. math, sciences, computers, honors, awards, achievements, participation in clubs and sports related to school such as Yearbook, and school chess or soccer teams.)

AWARDS AND ACHIEVEMENTS (Your outside activities may lead to recognition and awards. These should be listed here – examples would be awards for environmental activity or you could list awards from school for high academic or sports achievement here instead of under education.)

INTERESTS AND ACTIVITIES (Examples: Tae Kwon Do, reading, sports (outside of school) art, music etc.)

REFERENCES *(This is optional - you can submit this during an interview)* (List at least three – do not use family)
Name of reference (Mr./Mrs./Ms.)
Occupation
Location
Telephone Number
(Use only adults as references and always obtain their permission before giving out the information)