

# How to Create an Impactful Resume

Learning how to create a resume could appear quite difficult. The truth is you may already have an idea what it takes to create an impactful resume. This resource can act as a guide/ reference in your job search endeavor. Good luck! With that, let's get started:

## Creating a Master Resume:

In order to improve your chances of securing employment you will need a good resume. A lot of candidates don't know much about the master resume and how much time you can save by having it. A lot of candidates send the same resume to all the jobs they apply for, which may not be the best strategy to stand out. An employer is looking for someone who can add value to the role and has relevant skills/ qualifications. This is where a master resume can come handy. A master resume has all your work experience, skills, and education/training in one document. Don't worry about the length of the document, it can be as long as 20 pages. Please note, you would never send a master resume to a potential employer, it serves as a place to list your skills/ qualifications/ experience in one place. You will tailor your resume for each employer based on a master resume. To create a resume that will be shared with a potential employer, we would need to select the kind of resume we will make.

**Pro tip:** Your master resume is a living document so remember to update it regularly so you can keep track of your work-related activities.

## Selecting the Resume Style that Works for you:

There are three main resume styles: chronological, functional, and hybrid.

A Chronological resume lists your work, education, and training history in chronological (date) order from most recent to oldest. This is the most popular style of resume and is best suited if you're looking for work in the same sector/ industry and do not have any major gaps in your work experience.

A Functional resume lists your skills and capabilities rather than work experience. It's best suited if you have a major employment gap, or you were a long-tenured employee.

The Hybrid resume is a combination of both Chronological and Functional and highlights your skills from each employment history. Use this style if you're trying to change careers/industries.

# How to Create an Impactful Resume

Now that you know which resume style works for you, the information below is about how to target employers.

**Pro tip:** If you're new to resume creation, use the Chronological. It's easy to create and is widely accepted.

## Customize your Resume for the Job:

This is a critical step. Each employer usually receives multiple resumes for a single vacancy. Your resume should show how you would add value to the employer. Imagine being the employer and seeing your resume; would you hire yourself? If your answer is "maybe" or a "no", then keep reading to learn how to make changes to your resume to be convincing. Use your master resume to tailor your information based on the job description.

**Pro tip:** Most big employers use software to shortlist potential resumes called Applicant Tracking Software (ATS). Even if they don't, use some of the keywords from the job description to improve your potential of being shortlisted. For more information about ATS please see our [Tips for Creating a Resume](#) resource.

## Show your value:

You have so much to offer an employer. Try to be specific in how you list your past responsibilities or how you wish to grow in the future. For example, rather than saying, "managed the staff at the workshop," use a statement such as, "supervised six employees at three workshops."

If you're currently looking for work, try to minimize the unemployment gap by learning some new skills. You can do this by taking a course, online program, or volunteering in the community.

**Pro tip:** The "look" of your resume: Make the font is consistent with enough white space; 1-2 pages should be sufficient. In your employment history, you can list the past 10 years.

# How to Create an Impactful Resume

## **Proofread before submission:**

You want your resume to shine, so this is one of the most important steps. Make sure the information you added to match the job description makes sense and that the resume is without errors, typos and inconsistent information. Read through it a couple of times and read it out loud.

**Pro tip:** Have someone else read it for you; this could be someone who will provide honest feedback.



Region of Waterloo