

Tips for Creating a Resume

Here are some quick steps to draft a resume

Select a Resume Type

Chronological? Functional?



Review the Tips

Spelling, Content and More



Decide the Length

1 Page? 2 Pages? Longer?



RESUMES ARE BEST CREATED ON A BLANK DOCUMENT WITHOUT TEMPLATES WHEN SUBMITTED ELECTRONICALLY

Select a Resume Type



Chronological



- For individuals with no gaps in employment history or education directly related to specific job objectives.
- Not recommended for individuals changing careers.

Functional



- For individuals who have worked a variety of short-term positions, with little or no work experience or have gaps in work experience.
- Includes a summary of job experience and skills without emphasizing where, when, and with whom.

Student



For individuals,

- directly out of high school, college or university;
- without work experience.
- with volunteer and limited work experience.

Consider a CV



- For individuals who need to provide a detailed summary, with teaching and research experience, publications, presentations, awards, honours, and affiliations.

Tips for Writing a Resume

Resumes should look professional with consistent formatting

Review the following tips for writing a resume:



Do

- Use font size 11 or 12 in Arial or Calibri. Pay attention to layout and spacing.
- Include all relevant headings and subheadings, such as Highlights of Qualifications, Work and Volunteer Experience, and Education.
- Make sure all skills and accomplishments are clearly described.
- Use present tense to describe current employment; for past work and volunteer experience, use the past tense.
- Avoid abbreviations, text language (LOL) or jargon and using “etc.”
- If using an acronym, write the full title first, followed by the acronym in brackets. The acronym can then be used throughout the resume. For example Customer Service Centre (CSC).
- Use the job posting for reference when writing the highlights and accomplishments - Use the same words and phrases
- Keep accomplishments and highlights short, clear, and concise.
- Proofread your resume – make sure there are no spelling or grammar errors!
- Use an appropriate or professional email address and contact information.

Don't

- Use personal pronouns such as “I, Me, and My”.
- Indicate the reason for leaving a previous job.
- Attach documents to a resume, such as photographs copies of diplomas, references, school transcripts, and records of employment (ROE), test reports, certifications, and/or other documentation. Only attach if requested by the employer.

Keep in Mind:

Voicemail should be professional.

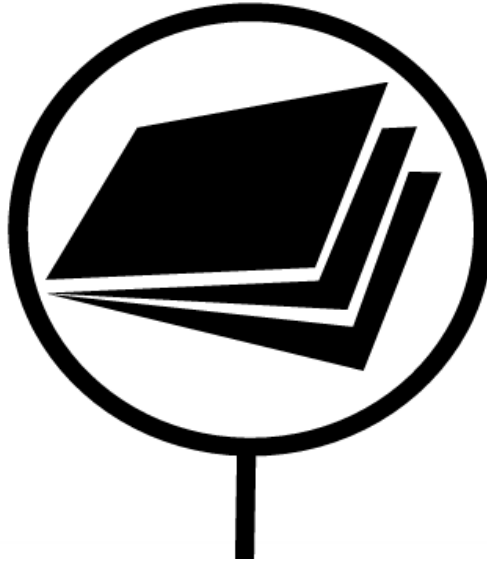
Employers may check social media – ensure Facebook, Twitter and other online profile sites do not have inappropriate content.



How to Decide Resume Length

One Page

- Have little or less than 10 years' work experience.
- Applying for entry-level positions.
- All relevant information and experience fits on one page without overcrowding.



Two Page

- Have 10 or more years' experience related to the employment goal.
- Position/field applying to requires specific skills and need space to demonstrate experience and knowledge.

How to Keep a Resume Two Pages or Less:

- Keep details concise and focused on key selling points.
- Remove experiences that are not relevant to the current job or goal.
- Use the same headers for cover letters, resumes and references.

Example of a First Page Header:

JOHN SMITH
Kitchener ON | 519-123-4567 | fakeemail@gmail.com

Example of a Second Page Header:

John Smith | 519-123-4567 | fakeemail@gmail.com

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