

What to Put on a Resume:

Contact Information:

- Your name
- Your address
- Your phone number and professional email address

Education and Training:

- School name and location
- Grade/year completed or currently in
- Program of study/special courses
- Special honours, distinctions, awards (or put it its own section)

Skills and Abilities:

- Any transferable skills that relate to the job you are applying for
- Any special certifications you hold that relate to the job (e.g. First Aid, lifeguard, Superhost etc.)

Work and Volunteer Experience: (could be separated)

(list most recent date backward – try to limit to four items)

- Where you worked (include name of organization, city etc)
- Dates you worked there
- Position you held and brief summary of your duties

Interests:

- List any interests/hobbies/extra-curricular activities etc.

References:

- List them (with permission) with their contact information
- Try to avoid "Available Upon Request"

What NOT to Put on a Resume:

- Age, Gender, Marital Status
- Social Insurance Number
- Race or Religion
- Political affiliation/philosophies
- Negative Information (medical, criminal, fired)
- Height, Weight etc.
- Why you left previous jobs
- Salary expectations
- A photo, unless validly requested
- The heading "Resume"

Tips for Designing Your Resume

There are SEVERAL things to consider as you design and format your resume. It is recommended that before you submit it you have AT LEAST two other people review it with their “fresh eyes” for formatting, content and overall appearance. (NOTE: There is one intentional error on this page. Can you find it?)

SPACING:

- Have enough white space so that the reader is not turned off by any overcrowding.
- Does it look too “empty”? If so, consider using a border to “fill in” some white space.
- Does it look too jam-packed? If so, consider a different font altogether or a smaller font size. (Just be careful; should not be smaller than 11-font for the reader.)

CONSISTENCY:

- Are all headings done the same way? (any combination of font type, size, bolded, underlined, italicized)
- Is the spacing before and after each main heading the same?
- Are the bullets you used the same size and same type for the same type of information?
- Are your tabs, margins and spaces the same throughout?

FONT:

- Have you used the same font for the same type of information?
- Have you used too many font types? ...too few for effect?
- Is the font style appropriate for the job applied for? (too casual?)
- Is the font size too big or small?

LANGUAGE:

- Never, ever use the first-person (“I”, “mine”, “my”, “our” etc.)
- Use the “active voice”. Start phrases with action words to best describe what you did.
- Avoid acronyms that people are not familiar with.
- Do not use slang.

OTHER:

- Keep it short and succinct. One to two pages should be sufficient to convey your accomplishments etc.
- Use neutral but good quality paper. Choose white, off-white, buff or cream colours.
- Print on a good quality printer. Do not send in a photocopy.
- Avoid using resume templates (too “cookie-cutter”). Your resume will look like every other person’s who used the same template. Also is less flexible for editing/formatting changes.
- Never staple other documents (e.g. cover letter) to your resume. Use a paper clip.

Action Verbs – Resume Writing

- Never fold your resume. Mail it in a 9” x 12” envelope or submit it in a file or folder.

To describe key responsibilities of your experience, employment, volunteer work etc, use incomplete sentences that start with words such as these:

| | | | | |
|--------------|--------------------|--------------|----------------|--------------|
| achieved | determined | illustrated | oversaw | responded |
| adapted | developed | implemented | painted | restored |
| addressed | diagnosed | improved | perceived | retrieved |
| administered | directed | improvised | performed | reviewed |
| advised | discovered | increased | persuaded | risked |
| analyzed | dispensed | influenced | piloted | scheduled |
| anticipated | displayed | informed | planned | screened |
| appraised | disproved | initiated | played | searched |
| arbitrated | dissected | innovated | polled | selected |
| arranged | distributed | inspired | predicted | sensed |
| assembled | drafted | instituted | prepared | served |
| assessed | dramatized | instructed | prescribed | set up |
| audited | drew | integrated | presented | shaped |
| budgeted | edited | interpreted | problem-solved | shared |
| built | eliminated | interviewed | processed | showed |
| calculated | empathized | invented | produced | sketched |
| charted | energized | inventoried | programmed | sold |
| checked | enforced | investigated | projected | solved |
| clarified | established | involved | promoted | spoke |
| classified | estimated | judged | protected | studied |
| coached | evaluated | learned | provided | summarized |
| collected | examined | lectured | publicized | supervised |
| communicated | expanded | led | purchased | supplied |
| compiled | experimented | listened | questioned | surveyed |
| completed | explained | made | raised | symbolized |
| composed | extracted | maintained | realized | systemized |
| computed | filed | managed | reasoned | talked |
| conducted | financed | manipulated | received | taught |
| conserved | fixed | mediated | recommended | team-built |
| consolidated | formulated | mentored | reconciled | tended |
| constructed | founded | modeled | recruited | tested |
| consulted | gathered | monitored | reduced | trained |
| controlled | generated | motivated | referred | transcribed |
| coordinated | guided | navigated | rehabilitated | translated |
| counseled | had responsibility | negotiated | related | traveled |
| created | for | observed | remembered | trouble-shot |
| decided | handled | obtained | repaired | updated |
| defined | headed | offered | reported | used |
| delegated | helped | operated | represented | utilized |
| designed | hypothesized | ordered | researched | visited |
| detected | identified | organized | resolved | wrote |

Resume Headings

These are chunked together by type. The groups are also listed in the order TYPICALLY found on resumes.

Career Objective
Job Objective
Career Goal
Goal
Position Applied For
Employment Goal

Education
Educational Background
Academic Background
Academic Training
Professional Education
Educational Highlights
Special Training
Education and Development
Training and Development

Skills
Achievements
Related Skills
Relevant Skills
Career Related Skills
Special Talents
Accomplishments
Strengths
Areas of Effectiveness
Professional Attributes

Work Experience
Work History
Relevant Experience
Career Experience
Professional Background
Experience
Part Time & Summer Work Experience
Employment History

Volunteer Experience
Volunteer Work
Volunteer Activities
Community Service
Community Activities
Community & Leisure Activities
Leadership Roles
Recreation Interests
Community Involvement

Special Skills
Language Skills
Languages
Professional Skills
Computer & Technology Skills
Special Areas of Knowledge

Awards
Awards and Achievements
Academic Awards
Special Recognition
Special Honours
Special Awards
Awards and Scholarships

Extra-Curricular Activities
Activities
Interests
Activities and Interests
Personal Interests
Travel Experience

References
References Available Upon Request
References: Will be provided at
interview