

HOW TO WRITE A RÉSUMÉ

A résumé also referred to as a curriculum vitae, is a summary of your qualifications, including your skills, education and experience. Your résumé will serve various functions for you and the employer. You need to supply enough information to convince the employer that you can do the job and are the right fit for their organization. The employer needs to recognize the essential information within a short period of time.

For you, the résumé is a marketing tool and you are the product. Your résumé will introduce you to prospective employers and it has to impress them enough to want to meet with you in person for a job interview. Therefore, it is important to create a good first impression. A good résumé will:

- Provide a link to help you develop a personal referral network.
- Be ready for unanticipated opportunities.
- Provide a common discussion base during an interview.
- Serve as a physical record of your education, skills, work and achievements.
- Help you complete application forms more quickly, easily, and accurately.

For the employer, the résumé highlights related education, work experience, and your skill set targeting the labour market. A well-planned résumé will:

- Provide an example of your ability to organize and present ideas clearly.
- Demonstrate your attention to detail by checking for grammar and spelling errors.
- Check for patterns of employment and education.
- Convey your personality or attitude.
- Validate the information presented during an interview.
- Serve as a memory prompt after an interview

Résumé Formats

The format or style of your résumé depends on your educational background, work experience, and the type of job you are applying for. Styles of résumés include the functional and targeted résumés but the most commonly used style for recent graduates is the chronological type. In this résumé style, education and work experience are listed by dates in reverse chronological order; that is, the most recent activity is listed first. An example follows:

Recommended Layout for the On-Line Graduate Referral Service

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Name
Address
E-mail Address
Phone Number

OBJECTIVE: It is optional, although it does provide the reader with direction. It should be clear and concise as it sets the tone.

Notes: For the On-Line Graduate Referral Service (OGRS), it should be broad enough to include many positions, however when targeting specific Organizations/Companies it should match the job posting.

SKILLS: This section is not optional

- Highlight related, technical, personal, and computer skills. Your technical/program skills are gained from your studies such as nursing skills, accounting skills, and experience with equipment. While personal skills are: languages and how you function within the organization, such as getting along with co-workers, and being punctual.
- Your course outlines are a great resource to find your technical/program skills.
- Tailor skills for each position and organize them as they appear in the job posting (*order of importance from employer's viewpoint or occupation's perspective.*)
- Use bullets to present skills/knowledge in a clear, concise manner.
- **Do not list skills/knowledge that you cannot justify.**

EDUCATION : Diplomas/Degrees/Certificates/Programs
Name of Institution, Location (City, Province)
Date acquired

Notes: Include post-secondary, high school (if applicable), special training courses. Include grade point average achieved if it will help you.

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Name
E-mail Address
Phone Number

RELATED (WORK) EXPERIENCE:

- If you have work experience in your field you can list it first under this heading. If you have a student placement or a co-op placement you can list your experience here but change the title to "Related Experience or Practical Experience".

(OTHER) WORK EXPERIENCE:

- If you do not have any related work experience, a student placement or a co-op placement simply list work experience here. Include job title, employer and dates you were employed.
- Use positive, descriptive action verbs.
- Start with most recent employer and use reverse chronological order.
- Include full-time, part-time and summer employment opportunities.

(Other Possible Additions)

VOLUNTEER EXPERIENCE/ACTIVITIES & INTERESTS:

- Demonstrates good work-life balance. List hobbies, particularly those that could add an extra dimension to your skills, e.g. Sports: team or individual.

AWARDS & MEMBERSHIPS:

Notes: This helps a prospective employer see you as a well-rounded individual.

REFERENCES & PORTFOLIO AVAILABLE UPON REQUEST