

Resume Writing Tips

Ensure your resume is:

- Presenting you as a strong candidate for a specific job;
- Appearing clear and well organized (easy to get a 'picture' of your qualifications);
- Emphasizing all benefits for a potential employer by stressing your skills;
- Containing any irrelevant personal information (birth date, marital status, sin number) - IT SHOULD NOT;
- Brief and to the point; 2 pages maximum;
- Chronological, functional or combined;
- Using action verbs; Using simple and understandable language;
- Free of all grammar and spelling mistakes;
- Free of all embellishments;
- Well-printed on professional looking paper.