

# Resume 101

## CAREER RESOURCES



Your résumé is often your first introduction to prospective employers, and it needs to impress them enough to invite you for an interview. It serves as both a marketing tool and a summary of your qualifications, including education, skills, and experience. Provide enough information to convince the employer you have the knowledge, skills, and abilities for the job. Your résumé should connect your skills and experience to the job requirements. Employers often scan résumés in just 30-60 seconds, so essential information must be easily accessible.

For you, the résumé is a marketing tool, and you are the product. It's your chance to promote yourself and your skills, creating a strong first impression. A good résumé will summarize your education, skills, work experience, and achievements, providing discussion points during an interview.

For the employer, the résumé highlights your education, relevant work experience, and skill set as they relate to the specific job. A well-crafted résumé will:

- Provide an example of your ability to organize and present ideas clearly
- Demonstrate your attention to detail by being free of grammar and spelling errors
- Provide details of relevant experience and education credentials

### **Résumé Formats**

Choosing the right résumé format is key to highlighting your “fit” for the job. Some styles are more appropriate for specific occupations or fields. If you are unsure which format to use, try each and seek feedback from people in your target field. See which style best connects your qualifications with the job requirements.

Career Development Services recommends a skills-based résumé for students and new graduates.

### **Skills-Based (Combination or Hybrid)**

Ideal for students and new graduates, this format combines the skills and experience section from a functional format with the work experience details found in a chronological format. It allows students and new graduates to highlight skills gained through education and practical experiences like field placements, co-op, applied research, and team projects.

### **Chronological**

This format focuses on work experience and education, with less emphasis on skills. Experience is featured on the first page in reverse chronological order (most recent first). This format is best for job seekers with significant work experience and education related to the job they are applying for. It showcases career stability, advancement, and details about each job held.

### Functional

The format recommended to those with minimal experience, career-changers who are transitioning from one area of expertise to another and people with gaps in their work history is a functional format. This format focuses on skills and less on experience. Employers may find it difficult to see where the experience has been gained.

### Top Résumé Tips

- Proofread your résumé (on screen and print) and don't rely solely on spellcheck. Some words may be correct but out of context.
- Have someone else proofread your résumé; a fresh set of eyes can catch what you missed.
- Use an 11 or 12-point, web-friendly font like Arial or Times New Roman.
- A two-page résumé is standard for post-secondary students, graduates, or experienced workers.
- Avoid using templates; they often make your résumé look generic.
- Use white space between sections for clarity and readability.
- Keep the format simple and professional, avoiding graphics and multiple bullet styles.
- Ensure consistent formatting throughout.
- Align bullets and dates in all sections, using a consistent date format (e.g., November or Nov.).
- Use action verbs and keywords to describe your skills and accomplishments.
- Include your GPA if it's strong (e.g., above 3.0/4.0).
- Avoid acronyms unless they are well-known; write the full name followed by the acronym in parentheses for the first mention.

### What to Include on a Résumé

- Contact Information: Name, address (optional), email, and phone number
- Links to your LinkedIn profile, website, or portfolio, if applicable
- Qualifications / Skills
- Education
- Experience
- Volunteer / Community Involvement
- Awards / Certifications / Extracurricular Activities / Interests

### What Not to Include on a Résumé

- Personal information like age, date of birth, marital status, ethnicity, religion
- Photographs
- Outdated or irrelevant information
  - Example: High school details if you have a post-secondary diploma or degree
- Certifications not relevant to the job you are applying for
  - Example: Smart Serve for an accounting position
- Names and contact information for references
  - Keep references on a separate page and bring them to the interview

# FIRST & LAST NAME

City, Province (Optional)

Contact Information (Phone, Email)

LinkedIn URL, Digital Portfolio Link, Website (if applicable)

## PROFILE

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Include 3-4 sentences in a paragraph format summarizing your qualifications and experience related to the job posting. Explain who you are (e.g., program you're studying/job title you're targeting) and what you can offer (e.g., academic knowledge, placement experience, applied projects). Highlight number of years in certain occupations, if applicable. Include personal qualities requested in the job posting (e.g. adaptable, innovative, quick learner, positive etc.).

## SUMMARY OF QUALIFICATIONS

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- Write 5-8 sentences in bullet format, clearly communicating how you demonstrate each skill
- Highlight related professional skills gained through studies, work and volunteer activities
- Tailor skills for each position using keywords from the job posting and occupation specific language/terminology
- Review program learning outcomes and course descriptions to identify professional and industry specific skills gained during studies
- Include soft skills related to the job such as interpersonal, communication, organizational, problem solving, leadership and teamwork skills
- Organize your skills in the order that they appear in the job posting, which usually reflects the employer's ranking of skill importance
- List your computer skills and other software or equipment relevant to your field
- Do not list skills/knowledge that cannot be supported by examples

## EDUCATION

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<b>Full name of Diplomas/Degrees/Certificates/Candidate</b>	<b>Date Acquired or Start Date – Present</b>
Name of School, City, Province or Country (if outside of Canada)	
<ul style="list-style-type: none"><li>• Include post-secondary and high school (if applicable)</li><li>• Include GPA if notable (e.g. 3.5/4.0 and above)</li></ul>	

## RELATED EXPERIENCE

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<b>Job Title or Name of Academic Project/Lab/Placement/Co-op</b>	<b>Start – End Date/Present</b>
Employer or Name of Program, City, Province or Country (if outside of Canada)	
<ul style="list-style-type: none"><li>• Start each bullet with a strong action verb like delivered, completed, achieved, managed, developed, or improved, and include metrics to show impact, if applicable.</li><li>• Focus on responsibilities/accomplishments that match the job you're applying for, tailoring each description to the role.</li><li>• Include approximately 3–5 bullet points in sentence format, avoid exceeding two lines per bullet.</li><li>• Avoid generic phrases like “responsible for” and emphasize achievements using outcome-based language</li><li>• Include volunteer or unpaid internships in this section if also relevant to goal</li></ul>	

## OTHER EXPERIENCE

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**Job Title** Start – End Date/Present

Employer, City, Province or Country (if outside Canada)

- Follow the same suggestions that are listed under the “Related Experience” section
- Include non-industry specific jobs but focus on transferable skills that match the job you’re applying for, tailoring each description to the role.

## VOLUNTEER EXPERIENCE

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**Position Title** Start – End Date/Present

Organization, City, Province or Country (if outside Canada)

- Follow the same suggestions that are listed under the “Related Experience” section
- Include non-industry specific volunteer roles but focus on transferable skills that match the job you’re applying for, tailoring each description to the role.

## OTHER POSSIBLE RESUME SECTIONS

### CERTIFICATIONS & TRAINING

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**Certification Title** Date Acquired/In Progress

Organization, City, Province or Country (if outside Canada)

- List relevant certifications, avoid listing certification that have expired

### PROFESSIONAL DEVELOPMENT

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**Course Title/Conference Name/Seminar Name** Date Completed/In Progress

Organization, City, Province or Country (if outside Canada)

- List relevant professional development activities

### AWARDS

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**Name of Award** Date Received

Organization, City, Province or Country (if outside Canada)

- If it is unclear by the name of the award, include a short description of what it is being awarded for

### MEMBERSHIPS & LICENSES

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**Member/License Title** Start Date – Present/In Progress

Organization, City, Province or Country (if outside Canada)

- Include professional associations of which you are affiliated or licenses that you have obtained

### EXTRACURRICULAR ACTIVITIES

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Highlight your skills through a variety of experiences, such as sports, clubs, hobbies, or personal interests. Focus on activities that strengthen your candidacy, demonstrate positive qualities, or serve as engaging conversation points.