Resume Guidelines

_____

Utilize online job search websites or the classified section of local newspapers to find a job which interests you (be sure to choose a position which is realistic—meaning you have the qualifications). Create a resume and a reference page designed for the job you have chosen. The purpose of the resume is to draw attention to your skills and accomplishments, and to get you invited to an interview. Your resume should reflect the skills you possess that make you the best candidate for the job. Remember to submit a well-constructed cover letter with your resume; it may be the very thing that sets you apart from the other applicants.

- Develop an *objective* or *focus* for your resume.

- Provide *skills* and *attributes* sections for your resume.

- Be sure to enhance your strengths by including sections such as *Volunteering*, *Community Involvement* and/or *Employment Experience*.

- Consult word lists (available in the Career Centre and online) to assist you with finding the best words to use when describing your *attributes* and your *work experience*.

Use the following checklist to help ensure you have created a professional resume:

Content

- skills are identified clearly and in detail
- relevant education is listed chronologically, with details including date and place
- experience is listed (relevant paid and unpaid work experience) highlighting strengths and accomplishments
- relevant interests and activities are identified
- includes personal contact information
- includes additional relevant content (objective, volunteering, community involvement, …)
- includes appropriate references or indicate how references can be obtained

Organization and Appearance

- resume style is appropriate for the purpose (use chronological or skills based resume)
- white space, margins, fonts, and other formatting features are consistent
- check spelling and grammar for accuracy
- resume is neat and easy to read