



# RESUMES



## RESUME TYPES:

**Functional Resume:** This type lists skills without saying where or when you used them. It describes tasks that a person did in a job rather than the job description and titles.

**Chronological Resume:** This type lists past work experience in chronological order from most recent to least recent. It highlights a steady employment record and emphasizes growth and development in employment history.

**Combination Resume:** This type lists both skills and employment history. It highlights most relevant skills and accomplishments and minimizes gaps in employment and lack of directly related experience.

## DO'S:

- Use action verbs in past tense. This shows a positive conclusion: "I completed daily tasks efficiently"
- Review job ads and show how you meet the employers qualifications
- Include relevant skills and achievements
- List transferable soft skills from other jobs or responsibilities at home. If you are applying for your first job list chores – e.g. dishes, yard work, laundry, babysitting, etc.
- Keep your resume to 1-2 pages maximum
- Ensure it is neat and tidy, with no spelling errors, rips, tears, or folds

## DONT'S:

- Use such adverbs as rather, slightly, fairly and tremendously in front of an adjective. Do not say: "I am fairly experienced" instead say # of years experience
- Use flashy gimmicks such as coloured paper, exotic formats, and hard to read fonts
- Copy and paste the job ad into your resume
- List job titles without adding descriptions of duties performed (unless doing a combination resume)
- Leave time gaps on your resume
- Make your resume too short or simple, you want to highlight all of your skills

# CONTENTS OF YOUR RESUME

## HEADER

Your full name, your complete address and your full telephone number including area code and email

Personal Information – Your name and address are essential. Always provide a telephone number and email where you can be reached. Be aware that you do not have to give personal information which you might consider discriminatory in your resume (eg: age, sex, gender, religion.)

## SUMMARY OF SKILLS

Highlight special skills and talents that relate to the job you're applying for. Choose 4-6 points that highlight special skills, talents, and courses. The points should be things that set you apart from the competition. E.g. Years experience, certifications, etc.

## WORK HISTORY

Company name and address (City and Province), dates (Years)

## POSITION

Provide a description of the duties/skills you performed, equipment used and accomplishments. Include all work experiences (CO-OP, Field Work, and Volunteer). Proceed in chronological order starting with your most recent job, your title and the length of time you were employed. State the name of the employer. List the organizations/associations to which you belong.

## EDUCATION/TRAINING

Name of Institution and address, dates, include post secondary, high school and any special courses. List in chronological order with the most recent first. Also be sure to include certificates or diplomas you have (i.e.: CPR, First Aid etc.) Include any special awards, clubs and courses relating to the job,

## CO-OP/FIELD WORK/VOLUNTEER

Include any volunteer or co-op experience that directly relates to the job/career you want to apply for. Name of Institution, position and address and Dates.

## REFERENCES

Are available upon request unless the job you are applying for requests that they be included

**Note:** You do not have to include references unless a job ad specifically requires it. They should be listed on a separate page and show the name, contact number and position of your reference. Make sure your references are comfortable with being contacted by employers before adding them. If you are not including your references when applying, add – References available upon request – at the bottom of your resume.

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