

Appendix C

Preparing Your Résumé

Résumé Tips

Many employers will spend a very short time scanning your résumé to determine if it you are a potential candidate, usually less than 30 seconds. Here are some helpful hints for writing an effective résumé.

- Fit your résumé neatly on one or two pages.
- Check for spelling, grammar or punctuation errors.
- Ensure that your name, address, phone number, and email address are up to date and that your email address represents you professionally.
- Research the companies/organizations you would like to work for and construct a résumé responding to their interests and needs. Find out about the corporate culture and read their mission statement. Look for key competencies mentioned throughout their web sites that connect with your interest and skill set.
- Edit sentences and paragraphs to eliminate information that is irrelevant or repetitious.
- Use POWER verbs to show the range of your skills and achievements. Stress your accomplishments rather than describe duties and responsibilities.
- Use key words and industry-specific phrases throughout your résumé. Highlight what you will bring to the company/organization, not what an employer will do for you.
- Focus on the employer. Highlight what you will bring to the company/organization, not what the company will do for you.
- Be professional. Ensure that your documents, your email address and voicemail are professional and clear.

Résumé Checklist

Header

- Current contact details, including your name, address, phone number and e-mail

Education section

- Name of institution, program, location, dates
- Academic achievements

Work or Career Related Experience section

- Job title, employer and work dates
- Bulleted list of relevant, powerful action statements describing your accomplishments

Volunteer Work, Interest and Activities and/or Extracurricular section

(select the most appropriate heading to best suit the content)

- Bulleted list of accomplishments with relevant dates

Awards section, if applicable

- The name of the award and date received
- The reason you received the award

References section

- Unless names of references have been specifically requested just use the statement “available upon request”

General Tips

- Create the document from a blank page; it is much easier to edit than using an electronic document template
- Use white paper when printing your résumé
- Do not include personal information such as age, marital status or political affiliation
- Maintain consistent formatting style and make sure bullets are lined up
- Use the proper tense (for example, if no longer working for this employer, use past tense)
- Within sections, present information in reverse chronological order
- Do not use “I” statements
- Fit the résumé on one or two pages (write your résumé first, adjust formatting later)
- Number and name the second page (your name and page 2 of 2)
- Proofread for grammar and spelling (use Canadian spelling)