

Ten Steps to a Great Resume



1. **Tailor your resume** to the specific position you're applying for. Look over their website for phrases; look over the job posting for key words, etc. Employers can tell who is simply handing out 100 generic resumes!

2. Contact information: put your name at the top and make it a bigger font than the rest of your information. Don't label your phone number/email address, (i.e. Phone: (519) 555-1234) it's obvious what they are. If you choose to include your email address, make sure it's appropriate!

3. **Decide if you want to include a job objective.** A job objective tells employers what you are looking for and what you have to offer the company. People have differing opinions on whether to include an objective:

- **Pros:** it identifies the specific position you want, which is helpful if you are applying to a big company with a lot of different openings. It also gives you a chance to give a personal statement, describe your skills and what you can offer the company.
- **Cons:** you might miss out on other related jobs if your objective is too specific. Some employers won't bother reading them; especially if they are vague or use 'filler' phrases such as "to obtain a job that will further develop my skills" or "looking for part time or full time work"

4. **Make a list of your four to six strongest skills/abilities/qualities** that make you a good candidate and put them on the top (i.e. technical skills - having your CPR/First Aid, personal strengths - quick learner).

5. In general, **keep the resume to one full page.** If you have over 10 years of experience, then go to two full pages. Never have one page and a little bit!

6. **Use the key words listed in the job posting** if there are any. Some employers use online databases that scan resumes to detect certain words and if you don't use them, they won't be calling you (i.e. "able to work in a fast-paced environment," "proficient in Microsoft Office," "able to type 40+ w.p.m.").

7. Describe the type of work you performed at each job in a few sentences put in point form. If you can, put a number to any accomplishments (i.e. if you babysat - give me an age range of the kids; if you coached a team; tell me how many people you coached; write down if you were employee of the month).

8. Education: in general, if you are a new graduate and the job is related to your schooling, put your education at the top. If not, put education towards the bottom. Keep it simple: name of degree/program (or the grade you are in), school, city, and the year you graduated. If you are under 20 and have no other training besides high school, put your courses and any extra curricular activities.

9. **Use a chronological resume if you can.** That means listing all of your work experience starting with the most recent job and working backwards from there. Include any volunteer or co-op experiences that you had; it shows that you have the skills to work!

10. **Have another person review and proof-read your resume** for spelling and grammar mistakes. Do not rely on spell check for everything!

Paraphrased from: Giang, V. & Stanger, M. (2012). How to write a great resume. Retrieved from <http://www.businessinsider.com/how-to-write-the-perfect-resume-2012-11#>.



Chronological Vs. Functional Resume

Chronological format emphasizes the growth and progression in your career, beginning with the most recent.

- This format highlights continuity and your most recent work experience.
- Easier to write.
- Highlights the *progression* of what you have done instead of your skills.
- Frequent job changes, employment gaps, lateral career moves, and unrelated experience *become very apparent*.
- **Most preferred resume style.**

Functional format is a good choice if you are changing job fields and want to emphasize your transferable skills.

- It sorts and prioritizes the information for the reader.
- Most useful if you have an unusual pattern of experience.
- Allows you to downplay all the things that a chronological format emphasizes because the reader is focusing on your skills and not your employment history.
- Allows you to be creative because you are free to work outside the framework of the straight, chronological listing.
- Least preferred resume style.

Combination format works well to market the best points of your experience and abilities in a functional format and back it up with a detailed listing of your work history in a chronological format.

- It allows you to market your strengths and skills in a way that best suits you.
- Offers the best of both styles without limiting you to one style.
- Most useful if you do not have a great deal of experience, but want to capitalize on your personal skills and any volunteer/work experience.
- Second most preferred resume style.

CHRONOLOGICAL Resume

WORKING JOE

141 Dundas Street

London, Ontario N6A 1G3

(519) 555-1112

OBJECTIVE

- To obtain employment as a general laborer in factory or industrial setting with a focus on safety and productivity.

SKILLS AND QUALIFICATIONS

- Punctual and reliable. Perfect attendance record with last employer
- Able to perform heavy lifting; physically fit
- Current WHMIS Certification
- Able to work independently or as part of a team
- Follows instructions quickly and accurately

PROFESSIONAL EXPERIENCE

STUDIO TECHNICIAN

Jan 2012 – Mar 2016

Diverse Studios, Sault Ste. Marie, ON

- Set up microphones and musical equipment
- Performed dry sound checks for guitar, base, and drums
- Operated recording equipment to record and edited live sound tracks

WAREHOUSE MANAGER

May 2009 – Sep 2012

Wheel and Rim, Sault Ste. Marie, ON

- Managed shipping and receiving department with excellent performance evaluations
- Performed inventory counts and completed necessary paperwork
- Organized products and arranged stock of over 8,000 items
- Operated a forklift

EDUCATION

O.S.S.D. GRADUATE

2006

Kitchener Collegiate Institute, Kitchener, ON

- Taught guitar to various grade levels on co-op placement
- Studied computer programs including Microsoft Word and Excel

CADET RECRUIT

Dec 2004 – May 2006

Cadets, Sault Ste. Marie, ON

- Survival Skills
- Discipline
- Teamwork
- Mental and Physical drive
- Basic training
- Weapons handling
- Military drill

FUNCTIONAL RESUME EXAMPLE

141 Dundas Street, London, Ontario, N6A 1G3
(519) 555-1112 youngstudent@gmail.com

OBJECTIVE

- To obtain part time employment working with animals with the goal of providing excellent care to pets and quality customer service to pet owners.

SUMMARY OF QUALIFICATIONS AND SKILLS

- Works well independently or as a member of a team
- Committed to the proper care and needs of animals
- Excellent computer and internet skills – Microsoft Word and Excel, Prezi, etc.
- Highly organized – able to balance school and extra-curricular activities

HIGHLIGHTS

RESPONSIBLE – AS A CHILD CARE PROVIDER

- Provided supervision during playtime activities
- Cared for children ages five months to ten years
- Prepared meals

DEDICATED – AS A PET OWNER

- Cared for my dog, lizard, and fish

COMMUNICATION SKILLS – AS A MEMBER OF NUMEROUS SPORTS TEAMS

- Contributed to the success of the team through encouragement and excellent sportsmanship
- Organized, set up, and ran numerous successful plays

COMPUTER SKILLS – AS A COMPUTER ENTHUSIAST

- Worked with word processors and various software programs
- Designed own web-page
- Internet experience

EDUCATION

High School Student 2013 - Present
Oakridge Secondary School, London, ON

EXTRA CURRICULAR ACTIVITIES

- Computers
- Hockey
- Reading
- Football
- Animal Care

References Available Upon Request

COMBINATION Resume

WORKING JOE

141 Dundas Street

London, Ontario N6A 1L3

(519) 555-1112

OBJECTIVE

To obtain employment in the music industry

PEOPLE SKILLS

- Taught a Grade Ten guitar and computer class in high school
- Answered students' questions relating to music and guitar playing
- Interpreted mistakes in students' performance to correct problems
- Demonstrated and taught rhythm, concentration and technical skills
- Patient and understanding

ARTISTIC SKILLS

- Composed original music and lyrics for demo tapes
- Organized stock creatively in showroom atmosphere
- Designed cover label for cassette tape
- Played guitar for 8 years, drums, bass and keyboards / pianos
- Basic knowledge of music theory and harmony

TECHNICAL SKILLS

- Tuned guitars and basses
- Operated 16 track Mackie mixer board with Fostex 8 track recorder and Tascam 4 track recorder
- Operated compression gates and reverb unit with sound processor
- Programmed drum machine for studio use

EXPERIENCE

STUDIO TECHNICIAN

Jan 2009 – Mar 2011

Diverse Studios, Sault Ste. Marie, ON

- Set up microphones and musical equipment
- Performed dry sound checks for guitar, base, and drums
- Operated recording equipment to record and edit live sound tracks

WAREHOUSE MANAGER

May 2006– Sep 2008

Wheel and Rim, Sault Ste. Marie, ON

- Managed shipping and receiving department
- Performed inventory counts and completed necessary paperwork
- Organized products and arranged stock
- Operated a forklift

EDUCATION

OSSD GRADUATE

Kitchener Collegiate Institute, Kitchener, ON

- Taught guitar to various grade levels during co-op placement

References

Your reference page should be separate from your resume, but can be taken with you to an interview. The heading should look like your resume.

Your references should be able to comment either on your work abilities or personal character. Try to avoid family and friends unless you have worked for them. Potential employers will think they won't get an accurate reference!

Make sure to ask a potential reference if you may use his/her name. Inform your list of references when you go for an interview, in case they get a phone call from an employer.

Example reference page:

Your Name

141 Dundas Street

London, Ontario N6A 1G3

(519) 432-1112
message (519) 555-1112

References

Name: Anthony Green

Company: Wheel and Rim, 322 Rim Street South, Sault Ste. Marie, ON, L41 6P9

Relationship: Manager, Wheel and Rim

Work (day): (519) 555-1996

Home (evening): (519) 555-9365

Name: Nancy Grimes

Company: East Secondary School, 1412 Maple Lane, London, ON, N4G 5J9

Relationship: Former Teacher

Phone: (519) 555-5996

Email: n.grimes@eastsecondarieschool.on.ca

Name: Randolph Williams

Company: Diverse Studios

Relationship: Former supervisor

Phone: (519) 548 3399

Email: randolphw@diversestudios.com