

Resume Preparation

Some companies receive up to 1000 resumes for a single job advertisement. Management has the job of filtering these resumes down to a manageable number so that interviews can be awarded to those who are most qualified. In order to get to the select few who will be interviewed, management spends no more than 10 seconds on a single resume before moving on. This means that you have 10 seconds to catch someone's attention with your resume.

Do you think you are up to it?



"It's a little chilly in here. Throw another batch of resumes we have on file in the fire."

What is a Resume?

A resume is an opportunity to show your employer the experience and skills you have acquired and how you acquired them. Even if you have not had much paid employment, you can highlight skills you acquired doing volunteer work or from other experiences – for example, cutting grass, shoveling snow, or raking leaves – or through your work with school clubs.

Step 1 – Personal Information

On your resume, you must include information about where you live and where you can be reached. This should at least include the following;

- your name
- your address
- telephone number – home or cell, one that you can be contacted at easily
- email address – one that you check regularly

Make sure that your email address is professional. Also, make sure that your voice mail on your phone sounds professional.

Step 2 - Objective

What is your goal or objective with this resume? Be as specific as you can about the nature of the work you are seeking. Make sure that you change this to keep it specific for the current job application.

Example – *“to obtain an interesting co-op position in the skiing industry”*

Step 3 – Summarize Your Education

Your resume should tell the person reading it how much schooling you have had. Let them know:

- what grade you are in or have just completed
- any secondary courses you have completed that may be relevant to the job you are applying for

Step 4 – Describe your Work Experience

List your job or volunteer experience in reverse chronological order, starting with your most recent experiences and working backwards. Be sure to review all of your recent experiences that can provide content for this section. Include the following:

- Name and location of the company or organization
- Your job title or role. In point form, use action verbs to describe your duties
- Dates you worked for each employer or supervisor

Step 5 – Describe your Skills

State the skills and work habits your potential employer would value. List the most important ones as you don't want to drag this on. Add any other additional courses you have taken and successfully completed. If need be, organize these into two columns to save space.

Step 6 – Describe your Activities and Interests

List your activities and interests. Think about any teams you have played on, any school activities or clubs you have participated in, or any other interests that you have. Remember, your interest say a lot about who you are.

Step 7 – Mention References

Your references are the people who will vouch for your experiences and say favourable things about you. They should be able to talk about the qualities you want the employer to know you have.

The employer will probably check your references before making a hiring decision. Because you might be applying to multiple jobs at the same time and your resumes are going out to many employers, simply state that "References available upon request" at the bottom of your resume. This will give you time to contact your references to give them a warning that an employer might be trying to reach them regarding employment for you.

Make sure to vary your references. For example, you do not want to have three teachers for your references. Instead, include employers, supervisors, teachers, coaches or community leaders. Do not include family members and close friends. Three references is an ideal number but two is acceptable.

Have your references available on a separate sheet of paper when you go to your interview. Make sure to include your information at the top of the page followed by each of your references and their contact information – Name, Position, Address, Phone Number and Email Address.

DO's and DON'Ts for Resume Writing

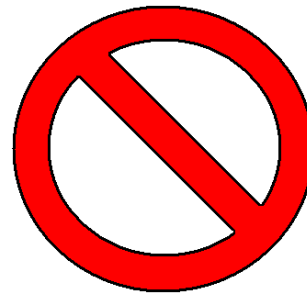
DO's

- keep your resume short – two pages max
- lead with your most qualifying factor
- use action verbs in the past tense when describing your past experiences
- keep your sentences lean and clean
- study the resumes of people in your field
- be consistent in format, style and tone
- leave white space
- be clear and concise
- edit and proofread for content, grammar, and spelling.
- have someone read over your resume before submitting it to the employer



DON'Ts

- update or emphasize in handwriting
- state a salary
- use acronyms unless properly introduced early in the text
- lie, exaggerate, or mislead
- make it too long or too short
- be gimmicky
- leave important information out
- print your resume when you're print it running out of ink
- misspell words or use bad grammar



Action Verbs

This is a list of Action Verbs that are good to use when describing your experience on your resume. The underlined words are especially good for pointing out accomplishments.

Category	Action Verb
Management Skills	administered, analyzed, assigned, <u>attained</u> , chaired, consolidated, contracted, coordinated, delegated, developed, directed, distributed, evaluated, executed, <u>improved</u> , <u>increased</u> , organized, oversaw, planned, prioritized, produced, recommended, reviewed, scheduled, <u>strengthened</u> , supervised, tested
Communication Skills	addressed, arbitrated, arranged, authored, collaborated, <u>convinced</u> , corresponded, developed, directed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited, spoke, translated, wrote
Research Skills	clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized
Technical Skills	assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, <u>overhauled</u> , programmed, remodeled, repaired, solved, <u>upgraded</u>
Teaching Skills	adapted, advised, answered, clarified, coached, communicated, coordinated, demystified, developed, enabled, evaluated, explained, facilitated, guided, informed, instructed, persuaded, set goals, stimulated, trained
Financial Skills	administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched
Creative Skills	acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, <u>founded</u> , illustrated, <u>initiated</u> , instituted, integrated, <u>introduced</u> , <u>invented</u> , <u>originated</u> , performed, planned, <u>revitalized</u> , shaped
Helping Skills	assessed, assisted, cared for, clarified, cleaned, coached, counseled, demonstrated, diagnosed, educated, <u>expedited</u> , facilitated, familiarized, guided, motivated, provided, referred, rehabilitated
Clerical or Detail Skills	approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated
More Verbs for Accomplishments	<u>achieved</u> , <u>expanded</u> , <u>improved</u> , <u>pioneered</u> , <u>reduced (losses)</u> , <u>resolved (problems)</u> , <u>restored</u> , served, <u>spearheaded</u> , <u>transformed</u> , <u>represented</u>

Action Verb Job Descriptions

Rewrite each resume job description in “action language”. Make sure you use an action verb in each sentence and avoid using “I”. You can choose from the verb suggestions or think of your own. The first one is done for an example.

Job	Action Verb Suggestions	Job Description	Action Version
Daycare Helper	<ul style="list-style-type: none"> assisted organized supervised distributed 	I helped out at a daycare after school. Every day I’d give the kids their snack. I’d also look after them while they played in the playground or I’d take them to the park.	<i><u>Assisted</u> in caring for a group of preschoolers. <u>Organized</u> activities and outings. <u>Supervised</u> children during play time and <u>distributed</u> snacks.</i>
Pet Sitter	<ul style="list-style-type: none"> cared for provided cleaned monitored 	I fed my neighbours’ cats for two weeks while they were away. I made sure the cats’ litter boxes were clean, gave them food, and made sure they were safe and didn’t get sick.	
Math Tutor	<ul style="list-style-type: none"> instructed identified developed provided 	I helped a friend with his Grade 9 math. I thought up questions to ask him and tried to figure out what he was having trouble with. Then I thought up some problems and worked through them with him.	
Server	<ul style="list-style-type: none"> served generated collaborated 	I worked as a server at a busy restaurant and input orders into the computer. I also worked with the busboy and kitchen staff to make sure the table got cleared, the food got out on time, and the customers were happy.	
Wading Pool Attendant	<ul style="list-style-type: none"> coordinated monitored tested answered provided 	I opened the pool every morning and closed it at night. I made sure the pool area was clean and safe. I also had to test the water every four hours and add chlorine if necessary. When people asked me questions, I gave them information about city programs, pool hours, and whatever else they wanted to know.	

Resume Template

Use this template to draft your resume.

Name: _____

Address: _____

Phone Numbers: (h) _____, (c) _____

Email: _____

Objective Your Info	State your work-related goal in a way that relates to the position you are applying for. _____ _____
Education Your Info	State what grade you have just completed, the name of your school, and highlight areas of study that support your application. _____ _____ _____ _____
Experience Your Info	List your job or volunteer experience in reverse chronological order with the most recent listed first. Show how you demonstrated the skills. Use strong action verbs. _____ _____ _____ _____ _____ _____ _____
Related Skills Your Info	State the skills and work habits your potential employer would value. List the most important ones. Add any other additional courses you have taken. _____ _____ _____ _____ _____ _____
Interests and Hobbies Your Info	List only the interests that show you have the skills and strengths that the employer wants. List only the hobbies that show you are interesting and may have some commonalities that the employer will appreciate. _____ _____ _____ _____
References	Write "Available upon request".

Resume Example #1

John Sebastian

2256 Bank Street

Ottawa, ON K1G 3T5

☎(613)456-1122 ✉ john.sebastian@ocdsb.ca

OBJECTIVE:

to obtain an interesting co-op position in the skiing industry

EDUCATION:

Osgoode Township High School, Metcalfe, ON

Sept 2007 – present

→ currently in grade 12

Metcalfe Public School

Sept 1997 – June 2007

WORK / VOLUNTEER EXPERIENCE:

Ski Instructor, Mont Cascades Ski Resort

November 2011 – April 2012

- performed numerous duties for club members
- Prepared skiing lessons for children aged 3-5

Treasurer, Osgoode Township High School

September 2011- present

- elected Treasurer of the Student Council at my school
- responsible for managing accounts and fundraising
- met with parents, teachers, and student as part of the role on Student Council

Volunteer – CHEO Dream House Landscaper

September 2011

- supervised a team of three workers
- designed flyers and posters advertising the Dream House using computer skills
- collected payments and managed accounts for landscaping expenses

RELATED SKILLS / COURSES / AWARDS:

- Level One Ski Instructor, City of Ottawa 2011
- Emergency First Aid Course. City of Ottawa 2011
- Passport to Safety, OTHS 2011
- Virtual WHMIS, OTHS 2011
- Fluent in English and French

INTERESTS / HOBBIES:

- positive team player
- creative
- enjoy skiing, public speaking, computers
- great work ethic
- reliable, punctual, honest

REFERENCES:

Available upon request

Resume Example #2

JAMIE DOE

123 Any Street
Orleans, Ontario K1E 2A3
613 834-4500
E-mail: doej@xyz.ca

OBJECTIVE: To secure a cooperative education placement with (*company's name*) and to gain knowledge and expertise in the (*sector*) field.

EDUCATION:

Completed Grade 10, graduation date: June 2018

Colonel By Secondary School

Maintained an academic average of 82% (include this only if you have an average worth mentioning!!)

SKILLS: **skills must match with job requirements**

- Academic
 - English and working knowledge of French
 - proficient in coming Pputer skills includhotoshop, Adobe and Excel
 - communicate well and learn quickly in new situations
- Personal Management:
 - bring energy and creativity to work situations
 - can adapt to changing demands of the workplace
 - highly organized work habits result in efficient, accurate work
- Teamwork:
 - respectful of others' opinions
 - leadership skills developed through Student Council involvement
 - can delegate as well as accept task responsibility

WORK EXPERIENCE:

- July 16 – Present **Sales Associate, Canadian Tire** (Part-time position: 10-15 hours/week)
 - assist customers with questions
 - price merchandise and place on shelf
 - finalize transactions using debit, credit cards
- Sept. 15 – Jan. 16 **Coach, Ottawa Soccer Association** (Volunteer position: 5 hours/week)
 - demonstrated various soccer skills
 - organized drills for the players
 - sorted and maintained equipment

EXTRA-CURRICULAR ACTIVITIES:

- captain of Orleans Junior Soccer team (2016)
- completed 40 hours of volunteer work (2016)
- member of Colonel By Swim team (2014-2015)
- class representative for Student Council (2014)

ADDITIONAL ACHIEVEMENTS:

- participant in Colenel By's Coffee House (2016)
- highest mark in grade 10 science (2015)
- completed St. John's Ambulance First Aid (2014)
- most valuable player Junior Boys Soccer team (2013)

REFERENCES: Available upon request

Resume Example #3

JANE DOUGH

1900 Dauphin Road

Ottawa, ON K1G 2L7

☎ (613) 733-1755 ✉ jd@server.ca

OBJECTIVE:

Bilingual, hard-working high school student, with experience in the service industry, seeking a co-operative education placement as a stock broker's assistant in order to gain experience in the business world. After high school, I plan to attend Wilfrid Laurier University for Business Studies.

SKILLS:

- Punctual, responsible and hard working
- Works well in a group or individually
- Bilingual, French and English, oral and written
- Computer literate (MS Office, WordPerfect, Simply Accounting, Internet)
- Basic Emergency First Aid and CPR (January 2006)

WORK EXPERIENCE:

Housekeeper, The Ottawa Hospital, Civic Campus

2015 - Present

- Cleaning patient rooms, nursing stations and hospital hallways
- Cheering up patients

Crew Chief, McDonald's Restaurant, St. Laurent Blvd.

2013 - 2015

- Co-ordinated food production and staff breaks
- Served customers quickly and efficiently and handled complaints
- Prepared hot and cold food items
- Maintained cleanliness of the restaurant

Mother's Helper, Private

2011 - 2013

- Cared for two small children
- Supervised indoor and outdoor play
- Prepared snacks and served the children a balanced meal

EDUCATION:

Colonel By Secondary School

Ottawa, ON

Ontario Secondary School Diploma

Expected June, 2018

Bilingual Certificate

Expected June, 2018

EXTRA-CURRICULAR ACTIVITIES:

Member of Students' Council (2 years), Yearbook (2 years), Chess Club (3 years), Canvassed for Relay for Life ~ Colonel By (4 years)

INTERESTS:

Camping, water sports, theatre, reading, and listening to music.

REFERENCES:

Available upon request.