

# Resumes



## What is a resume?

- A self-marketing tool where you highlight factual and marketable qualities, skills, experiences
- An employer's first glimpse of you
- Always changing - you should continually upgrade as you finish school, change jobs, win awards...

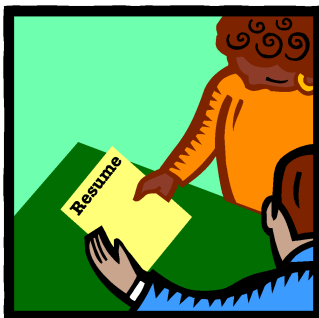
## Resume Guidelines

- Shape your resume towards that type of industry you are applying for
- Maximum of two pages
- TYPE the resume
- Make sure your email address isn't inappropriate
- No spelling or grammar errors

## Common Types of Resumes:

- **Chronological:** Most common format and easiest to write. Lists skills and experiences in reverse chronological order, with emphasis on relevant experiences.
- **Skills-based (functional):** Lists skills and talents in order of importance. This form is common for those with little work experience.
- **Combination:** Combines both types. It begins with a skills summary and follows with a reverse chronological listing of relevant experiences.

## Example of a Combination Resume



<b>Sam Swift</b> 50 Fairwood Place West Burlington, Ontario 905-637-2383 musicman@sympatico.ca	
<b>Career Objective</b>	Sales Representative: My knowledge of music, organization and people skills can help Sunrise Records run smoothly.
<b>Skills</b>	<ul style="list-style-type: none"><li>• Reception and filing</li><li>• Ability to use Microsoft Word and Excel</li><li>• Knowledge of pop, rock, jazz and alternative music</li><li>• Knowledgeable computer user (PC and Macintosh)</li></ul>
<b>Work Experience</b>	
2003 to present	Landscaping and Snow removal – Burlington, Ontario <ul style="list-style-type: none"><li>• 4 regular customers – cut grass, rake leaves, prepare flower beds</li><li>• Shovel snow when needed</li></ul>
2003-2006	Burlington Central Library <ul style="list-style-type: none"><li>• Assisted with filing and other clerical tasks</li></ul>
2002-2004	Glenview Public School – student helper <ul style="list-style-type: none"><li>• Handled telephone reception</li><li>• Performed filing</li></ul>
<b>Education</b>	
2005-present	Aldershot High School Completing Grade 10 – Have taken music courses since grade 6
<b>Volunteer Work</b>	
2005 & 2006	Burlington Sound of Music Festival <ul style="list-style-type: none"><li>• Set up equipment for bands</li><li>• Made sure bands had enough food and drink</li></ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"><li>• St. John's Ambulance First Aid Certificate</li><li>• Baby Sitting Course from Tangle Woods</li><li>• Grade 8 Trombone, Grade 2 Theory</li></ul>
<b>Interests</b>	Music, snowboarding, reading, travelling
<b>References on Request</b>	

## The Content

### **OBJECTIVE STATEMENT:**

A concise statement outlining your specific employment goal - a reason you are applying for this position. Be unique!

E.g. With strong writing skills, international volunteer experience, and a drive to succeed, I am seeking a challenging internship at a dynamic advertising agency that values and engages its employees.

### **SKILLS & ACCOMPLISHMENTS**

List any skills and/or accomplishments you are proud of and that your potential employer may be interested in.

- There are three main types of skills:
  - Adaptive Skills (Personal Qualities)
  - Specific Content or Knowledge Skills
  - Essential Skills

**\*REMEMBER ALL OF THE SELF ASSESSMENT YOU HAVE ALREADY COMPLETED\***

### **WORK EXPERIENCE:**

List any related work experience chronologically with your current or most recent position first. Provide company name, your title, dates of employment and a description of your tasks and responsibilities using bullet points. Begin each bullet with an action verb and include accomplished-based statements.

E.g. Guitar Teacher, ABC Music School, London, ON, June 2005 - December 2006

- **Taught** private and group Level One Beginner Guitar classes to students under 12
- **Created** lesson plans used by 60 students for all Level One classes that **resulted in passing grades for all students and raised Level Two enrollment by 50%**

Remember: Use action verbs in present tense for current position and past tense for previous positions.

### **VOLUNTEER EXPERIENCE:**

List any volunteer experience the same way you list your work experience. Include skills that support the position you are applying for.

**EDUCATION:** List your education, training and other certificates. Include level of education, area of study, school name and year of graduation. Begin with your highest level of education OR the most relevant to the job you are applying for.

E.g. Grade 10- Port Credit Secondary School, 2012

### **HOBBIES & INTERESTS, ETC.**

List your social activities, hobbies and personal interests. Do you play soccer in your spare time and are applying for an office job? List it. This section does not necessarily have to be relevant to the position you are applying for, it allows potential employer a glimpse into your personality.

### **REFERENCES:**

List the name, title and contact number of two references. Alternatively, you can write "References available upon request" at the bottom of your resume. Be sure to have this information typed on a separate piece of paper should an interviewer ask you for references.

Management	Communication	Research	Technical	Teaching	Financial	Creative	Helping	Clerical or D
achieved administered analyzed assigned attained chaired conceived contracted consolidated coordinated decided delegated developed directed decided delegated developed directed encouraged evaluated executed handled implemented improved incorporated increased inspired launched led managed motivated organized outlined oversaw planned prioritized produced recommended re-evaluated reported reviewed scheduled strengthened supervised	addressed arbitrated arranged authored communicated corresponded counseled developed defined directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled reunited renegotiated reported researched summarized spoke translated wrote	clarified collected conceived critiqued detected diagnosed disproved evaluated examined extracted identified inspected interpreted interviewed investigated organized researched reported reviewed searched studied summarized surveyed systematized wrote	analyzed assembled built calculated computed designed engineered fabricated inspected maintained operated overhauled programmed remodelled repaired solved trained upgraded	adapted advised clarified coached communicated coordinated defined developed enabled encouraged evaluated explained facilitated guided informed initiated instructed lectured persuaded presented set goals stimulated taught trained updated	adjusted administered allocated analyzed appraised audited balanced budgeted calculated compared computed developed estimated forecast forecasted managed marketed planned projected re-evaluated reconciled researched sold	acted applied composed conceived conceptualized created designed developed directed established evaluated fashioned formed formulated founded illustrated instituted integrated introduced invented loaded moulded originated perceived performed planned presented produced refined rewrote updated	advised aided assessed assisted brought clarified coached coordinated counselled dealt demonstrated diagnosed educated encouraged enlisted expedited facilitated familiarized guided helped inspired maintained modified performed referred rehabilitated represented supported upheld	activated altered assembled approved arranged catalogued classified collected compiled described dispatched edited estimated executed gathered generated implemented inspected listed maintained monitored observed operated organized overhauled prepared processed proofread published purchased recorded reduced retrieved screened specified streamlined systematized
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Possible Resume Headings</div>								

## Additional Action Verbs

Career Goal		Related Experience	Affiliations
Career Objective	Education	Employment	Associations
Employment Objective	Academic Background	Employment History	Club Memberships
Goals	Academic Training	Experience	
Objective	Educational Background	Work Experience	Activities
	Professional Background	Additional Experience	Activities and Interests
Key Competencies		Professional Experience	Community Involvement
Highlights of Qualifications	Additional Training	Professional Background	Extracurricular Activities
Personal Profile	Professional Development	Relevant Experience	Hobbies and Interests
Professional Qualifications	Special Training		Interests
Qualifications		Achievements	Related Activities
		Career-Related Skills	Special Interests
		Computer Skills	Volunteer Activities
		Computer-Related Skills	

## Action Verbs for Resumes

anticipated	experimented	lectured	proof-read	summarized
arbitrated	explained	lifted	protected	supervised
ascertained	expressed	listened	provided	supplied
checked	extracted	logged	publicized	symbolized
classified	filed	maintained	purchased	synergized
collected	financed	made	questioned	synthesized
completed	fixed	managed	raised	systematized
conducted	followed	manipulated	read	talked
conserved	formulated	mediated	realized	taught
consolidated	founded	memorized	reasoned	tended
constructed	gathered	modeled	received	tested
controlled	gave	monitored	recommended	trained
coordinated	generated	motivated	reconciled	transcribed
counselled	guided	navigated	recorded	translated
created	handled	negotiated	recruited	traveled
decided	headed	observed	reduced	treated
defined	helped	obtained	referred	troubleshoot
delivered	hypothesized	offered	rehabilitated	tutored
detailed	identified	operated	related	typed
detected	illustrated	ordered	rendered	unified
determined	implemented	organized	repaired	united
devised	improved	originated	reported	upgraded
diagnosed	improvised	painted	represented	used
directed	increased	perceived	researched	utilized
discovered	influenced	performed	resolved	verbalized
dispensed	informed	persuaded	responded	warned
displayed	initiated	photographed	restored	washed
disproved	innovated	piloted	retrieved	weighed
dissected	inspected	planned	reviewed	wired
distributed	installed	played	risked	worked
diverted	instituted	predicted	scheduled	
dramatized	instructed	prepared	selected	
drew	integrated	prescribed	sensed	
drove	interpreted	presented	separated	
eliminated	interviewed	printed	served	
empathized	invented	processed	sewed	
enforced	inventoried	produced	shaped	
established	investigated	programmed	shared	
estimated	judged	prescribed	showed	
evaluated	kept	presented	sketched	
examined	led	projected	solved	
expanded	learned	promoted	sorted	