

Resumé Writing

Version 15

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Tips

Create a resumé that employers will notice:

- tailor your resumé to each job
- use industry-related language
- highlight accomplishments by quantifying and qualifying (%, \$, #)
- use keywords from the job description to match your skills/qualifications
- avoid first person language (i.e., 'I' and 'me')
- proofread to make sure there are no spelling and grammar mistakes
- one to two pages with an effective use of white space
- clear and concise statements
- standard fonts and font sizes

Sections

The layout will depend on your resumé style and the job description. Different sections commonly used to help organize information include:

Header

Include your first and last names, address, email address and phone number

Highlights of Skills/Qualifications

List four to six bulleted points relevant to the position you are applying for.

Outline relevant experience, education and skills in order of importance.

This can include: years of experience, certifications, designations, transferable skills, computer/technical skills or language skills

Education

List your education in reverse chronological order (most recent dates first). Highlight major projects completed or the skills, knowledge and experience you gained from your course of study.

Work Experience or Relevant Project Work

List work history in reverse chronological order (most recent dates first). Use **Action Verbs** to convey the skill(s) used and try to show your transferable skills and accomplishments with each point. See a list of the **top transferable skills** employers want.

Volunteer Experience

Format this section using the same style outlined for 'Work Experience.'

Include accomplishments such as:

- extracurricular activities (only if related to the job).
- certifications
- training, associations, professional development
- awards/accomplishments (i.e., academic, professional and personal).

Styles

Chronological

- positions are listed by recent experience first (reverse chronological order)
- can include a summary of skills before work experience
- education, certifications and special skills are also included

Skills Based

- skills are more relevant than work history
- appropriate if there are employment gaps, little or no previous work experience
- skills applicable to the position

Combination

- designed for job seekers who have extensive and/or varied experience
- suitable for entering a new industry

Technology-friendly

Some form of Applicant Tracking System (ATS) is used to scan job applications and manage resumé data. To make a resumé technology-friendly, you must tailor it to the industry, company and job. Consider the following:

File type

The application system will specify which file type(s) is acceptable. (e.g., PDF, .docx, etc.)

Length

It does not matter in an applicant tracking system but be strategic on your content.

Formatting

All letters should be clear. Capitalization and the use of multiple fonts are common however, avoid overly decorated fonts and condensed words. Do not obscure text with underlining and bolding.

Location

Be aware that many systems are set up to search and qualify candidates based on location.

Header/Footer

Never put information in the header. Page numbers can be included in the footer.

Need more help?

Attend the [Resumé Workshop](#)

Download the [Resumé and Cover Letter Guide](#)

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