

Resume Writing

Version 9

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Tips

Create a noticeable resume:

- 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 '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 sections will depend on your resumé style and the job description. Here are some likely sections:

- Header
Your first and last names, address, email address and phone number
- Highlights of Skills/Qualifications
4 to 6 bulleted points relevant to the position you are applying for
List relevant experience, education and skills in order of importance
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 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 in the same style as the Work Experience.
- Extracurricular Activities
Only if related to the job.
- Certifications
- Training, Associations, Professional Development
- Awards/Accomplishments
List any special achievements, including professional, personal and/or academic achievements.

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

résumé data. To make a résumé technology-friendly, you must tailor it to the industry, company and job. Consider the following:

- File type
The system tells you what file type 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 use of multiple fonts are common however, avoid overly decorated fonts and condensed words. Do not obscure text with underlining and bolding.
- Location
Very important because many systems are set up to search and qualify based on location.
- Header/Footer
Never put information in the header. Page numbers can be included in the footer.

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