

## Résumé Writing

*It can be stressful and challenging when you sit down to write your résumé.  
Here are a few tips to make it easier and as painless as possible.*

**Start with a blank document.** Templates can make it frustrating and lead you in the wrong direction.

**Ensure your contact information is up to date and that your e-mail address is professional.** *The number you provide on your resume should have a professional voicemail, so employers may leave messages.* For an e-mail, we suggest [firstname.lastname@email.com](mailto:firstname.lastname@email.com).

**Include basic skills, related (work and volunteer) experience, extracurricular activities, and interests that are relevant to the position.** Volunteer experience is just as valuable as paid experience.

**Prioritize and target the information you include.** Is it relevant to the position and match with the employer's qualifications and requirements for the position? Try using similar language to the job posting, because if an employer uses that language, it will be easier for them to pick it out. Be careful though: don't copy the posting word for word.

**Use past and present tense correctly.** If you are currently in the position, use present tense. If it is a previous position, use past tense.

**Quantify your experiences.** For example, "Supervised three children ages 5-12 years old".

**Aim to keep your resume to one page.** It is not easy, but it demonstrates your ability to communicate clearly and concisely. If you do have a two-page résumé, ensure that your name and phone number are on the top of the second page. Also include "Page 2", so if an employer misplaces the first page, they are aware that there is a first page.

**Print your résumé on white paper and in black ink.** When applying online, save and title your resume so it reflects the job you are applying to: "**FirstLastname-Company Job resume**". Generic "resume" titles and mistakes do reflect poorly on applicants.

### The 5 NEVERS of Résumé writing

1. **Never include your personal and private information.** (Social Insurance Number, birth date, age, place of birth, picture, religious or political affiliations)
2. **Never submit the same résumé twice.** Customize your resume for each position you apply for.
3. **Never submit a résumé with spelling or grammatical errors.** Also, make sure your personal information is up to date. Have someone else proofread it for you.
4. **Never lie, stretch, bend or twist the truth.** You will be found out.
5. **Never include your references on your résumé.** You may state "References available upon request". If an employer wants your references, you can provide them with a separate page. This page should include your personal information at the top, similar to your résumé.



## Résumé Example

### YOUR NAME

Street Address  
City, Province Postal Code  
XXX- XXX-XXXX  
e-mail

Name: size 14 or 16 font, and bold; Rest of the document can be done in 11 – 12 font  
Professional e-mail:  
firstlastname@gmail.com

### OBJECTIVE:

To obtain full time employment as a \_\_\_\_\_(position)\_\_\_\_\_ with \_\_\_\_ (Company)\_\_\_\_\_.

### HIGHLIGHTS OF SKILLS:

- 
- 
- 
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**Skills** are abilities you have learned or knowledge you have gained. You should be able to perform these skills with confidence.  
Connect with the skills in the job posting and use skill sentence starters.

### RELATED EXPERIENCE:

#### Position

Employer

- Maintain a clean work environment
- Serve customers in a prompt and courteous manner

#### Month Year- Present

City, Province

If you currently have this job; you should list your duties in the present tense.

#### Position (Volunteer)

Employer

- Demonstrated ability to work well with others
- Served customers in a prompt and courteous manner

#### Month Year- Month Year

City, Province

If the job is in the past, list your duties in the past tense.

### EDUCATION:

#### School

- Currently in grade \_\_\_\_
- OR**

#### High School Diploma

School

#### Month Year - Present

City, Province

**June 2017**

City, Province

### INTERESTS:

- Enjoy listening to \_\_\_\_\_ music
- Plays recreational \_\_\_\_\_

Reference Available upon request