

Resumes

What's a *Resume*?

A resume is a way of presenting yourself in a concise, easy-to-read format. The vast majority of employers ask for a resume because it makes it much easier for them to find out if you have the qualifications they are looking for. In a sense then, a resume is a kind of *advertisement* about you - it tells an employer why you would be the perfect person to hire!!!

Therefore, it's important to put a lot of time and especially thought into preparing your resume. Make sure that it really reflects your experiences and abilities and make sure that it looks good too! A clear, well organized and typewritten resume will make you look much better to an employer and will enable them to find out what your abilities are.

It's important to know what to include and to know what to leave out of your resume. The most important things to include are your:

- **Name, full address, including city and postal code, telephone number, e-mail address**
 - an employer needs to know how to get in touch with you!
 - include your e-mail address if you have one
 - ensure that your e-mail address is a professional one
 - make sure the telephone number is one that messages can be left at during business hours
- **Work Experience**
 - list all your work experiences and the duties you had while working there
 - list in reverse chronological order
 - include dates
- **Skills**
 - e.g., computer skills, customer service, organizational skills,
- **Education**
 - put down the last year you completed
 - put your education in reverse chronological order
 - it is not necessary to include elementary school
- **Volunteer Work**
 - put down any volunteer work you have done in the community, include dates
- **Activities** put down any extracurricular school activities, sports, club
- **Interests**
 - e.g., biking, reading, dancing
- **References**

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- You do not need to include your references on your resume - it looks more professional to say "References available upon request" at the bottom - unless the employer requests references.

The things you should **not** include are:

A photo of yourself, your date of birth, height, weight, health status, marital status, religious or political affiliation

- it is not necessary to include any of these things. Employers can (unconsciously) discriminate based on these factors and since they usually have little relevance to the job you are applying for, leave them out.

Spelling, grammar and punctuation mistakes

- absolutely NOTHING looks worse to an employer than spelling mistakes! You don't need to be a spelling bee champion to get a job - but spelling mistakes in a resume or cover letter indicate that you haven't taken the trouble to have your spelling checked. Always spell check your work and have it double-checked by someone else for spelling or grammar mistakes.

Sloppiness

- to an employer a sloppy resume means a sloppy worker - that's not the impression you want to make!

Length

- try to keep it to 1-2 pages. If you have a lot of experience and activities you want to include and you can fill up 2 pages, go ahead. But if your second page only has 2 lines on it and the rest is blank, consider cutting something off the first page or reducing the font size to get it all on one page. **Do not put the word "Resume" at the top** either - everyone already knows what it is.

Once you have a perfect resume prepared, drop it off everywhere, even if they are not hiring at the time. That way, employers will have it on file when openings do come up.

Consider having your resume printed up on good quality white paper at a copy shop. It's more expensive but sometimes it can be worth it. Also, be sure to keep your resumes in good condition by transporting them in a folder with stiff sides or even a big book. Along with poor spelling and punctuation, nothing looks worse than a crumpled, dirty resume. And **NEVER** fold it!

If your resume requires a second page, ensure that "page 2" is typed on the top left and your full name on the top right as follows:

Resume Worksheet

Personal Information

Name: _____

Address: _____

Telephone: _____

Cell: _____

E-mail: _____

Education

Institution: _____

Dates Attended: _____

Work Experience / Volunteer work

Employer _____

Dates _____

Job Title _____

Duties: _____

Employer _____

Dates _____

Job Title _____

Duties: _____

Work Experience / Volunteer work

Employer _____

Dates _____

Job Title _____

Duties _____

Employer _____

Dates _____

Job Title _____

Duties _____

Skills and Abilities

References:

Available upon request

Resumes

Sample Resume

John Friend

1 Craziness Street
Somewhere, Ontario
A16 2C3
(613) 234 -5678

EDUCATION

1997-1998 Somewhere Collegiate Institute
Grade 12
Award: Fred Fund English Prize
Best Subjects: English, French, Math

SKILLS

- Effective communication skills
- Sociable and outgoing
- Excellent organizational ability
- Works well in a team
- 35 words per minute

EXPERIENCE

Oct. 1998 to Somebody's Your Independent Grocer Somewhere, ON
May 1998 **Cashier**
Responsible for operating cash register and ringing up
sales. Responsible for verifying prices and amounts.

Summers 1995 Happy Family Somewhere, ON
to 1997 **Baby-sitter**
Cared for four children, feeding them, playing games with
children, reading to them, taking them to park, teaching
basic safety.

ACTIVITIES

N.C.I. Soccer Team (1996-1998)
- won MVP award
N.C. I. Environment Youth Group (1996-1997)
Intramural volleyball

INTERESTS

Reading, collecting hockey cards, biking, canoeing

References Available Upon Request

