

Resume Guide

Follow these steps to produce a competitive resume that stands out

1. GETTING IT ALL OUT THERE

- Before starting your resume, create a list of all your work-related experience, and organize by date. Provide key information about your role to showcase your skills, training, education, awards/ accomplishments, workshops attended and potential
- Make sure you list where your impact was with the quality or quantity of it: impact on customers, clients, staff, projects, and budget

HOW TO FORMAT YOUR EXPERIENCE

Role, Start Year- End Year

Organization, Location

Accomplishment Statements

- (In bullet points)

EXAMPLE:

Server, Jun 2019- Apr2023

Sunset Bar & Grill, Kamloops, BC

- Increased repeat customers by providing customized recommendations based on past visits and greeting guests warmly

2. TARGET THE JOB POSTING & TAILOR YOUR RESUME

- Prioritize and highlight information that fits the job posting by referring to specific skillsets, training and experience that align with the job description. Use terminology from the posting to align with your style. Minimize or remove details that are not related

SHARE TRANSFERABLE SKILLS

- Transferable Skills are skills you have developed over the course of your life. These skills can be transferred from one job or industry to another. Transferable skills don't disappear, they grow over time. Some skills learned in one job may help in another job.
- Don't just list the skills, tell the employer how well, or how often, you displayed them, or tell them where you learned it.

EXAMPLE:

- If you worked at McDonald's for two years, that is an asset because they have an excellent training program, and that job shows you know how to handle working in a team environment and how to treat a customer. You can work in a fast paced team based environment while providing friendly customer service.
- Experience in marketing and sales developed through retail customer service
- Friendly and personal approach to building strong relationships with customers, clients, and colleagues

Ensure the
Employer sees all
the skills and
experience you
have to solve their
problem!

3. CUSTOMIZE THE LAYOUT & FORMATTING

- Present your information in the best way to ensure the employer reads what is most important. The Reverse Chronological resume is the one that most employers prefer. This highlights links between previous work and the job posting even if that experience wasn't in the same field.

For more support, book an appointment with Career & Experiential Learning at tru.ca/cel

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Common Layout:

- Name & Contact Information
 - Include the name you go by professionally, your email, phone number, city and province. More details are optional, but it's unlikely the employer will need to send you physical mail
- Summary of Qualifications
 - Quickly link your resume to the job postings through 4-7 bullet points accomplishments statements linked to skills listed in the job posting
- Education & Training
 - List any post secondary programs or other training you have completed or are currently enrolled in, most recent first. Include the formal name of the program or degree, institution, location, and date of completion or date of expected completion
- Work Experience
 - This is where an employer will look to see how much experience you have, where it was, what it was, and what skills you gained, or your impact on the organization, customers, clients, or budget where you worked. Key information that must be included is job title, organization, location, dates, and what you did there. Each entry in the work experience section needs to be formatted exactly the same as the others
- Other sections can include:
 - Volunteer Experience
 - Awards & Achievements
 - Interests
 - References
 - Accomplishments

Make it easy to read

- Make effective use of Headers and White Space
- Select a font size and style that are easy to read. Font size 10-12 is ideal with fonts such as Calibri, Arial, Times New Roman or Garamond
- Use slightly larger font for your name and headings or use word processor heading styles
- Resumes should be 1-2 pages long
- Make effective use of capital letters, bold type, italics, underlining, bullets, and spacing for emphasis

Avoid:

- Using personal pronouns (such as I, me, my)
- Abbreviations, slang, or colloquialisms
- Passive language
- Text boxes

Leave out:

- Current Visa Status
- Martial Status
- Personal Statistics
- Photographs

4. BE CONSISTENT & CONCISE

- Be consistent with your font, spacing, and order of information
- Remember: the job market is competitive; employers read dozens of resumes for any given job. Generic, brief, or inconsistent resumes will be passed over very quickly

**Book a meeting
with CEL to get
it proofread!**

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