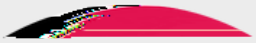
PROFESSIONAL RESUME GUIDE



STUDENT, RADUATE & CO-OP EMPLOYMENT CENTRE

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Parts of the Resume

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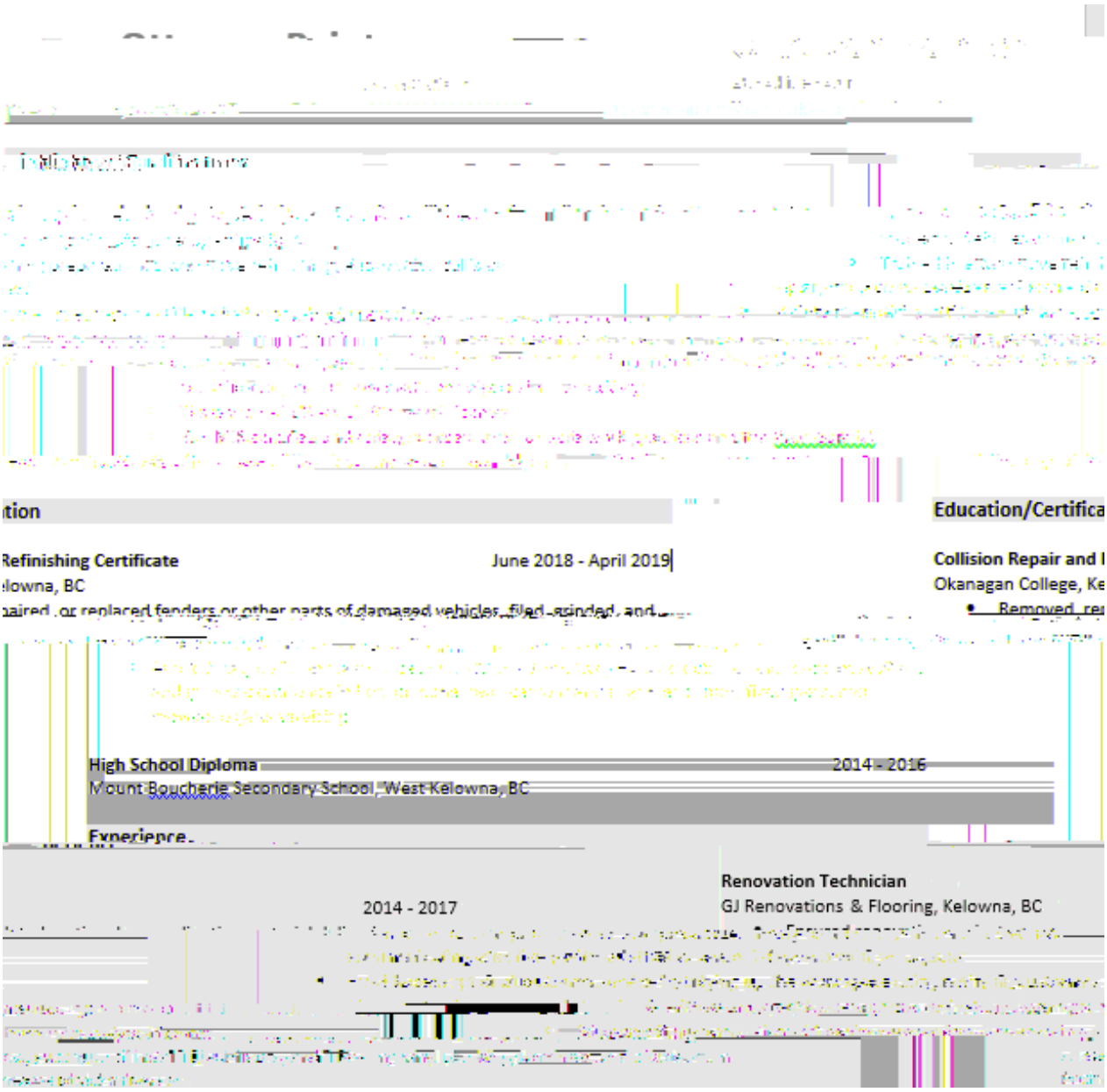
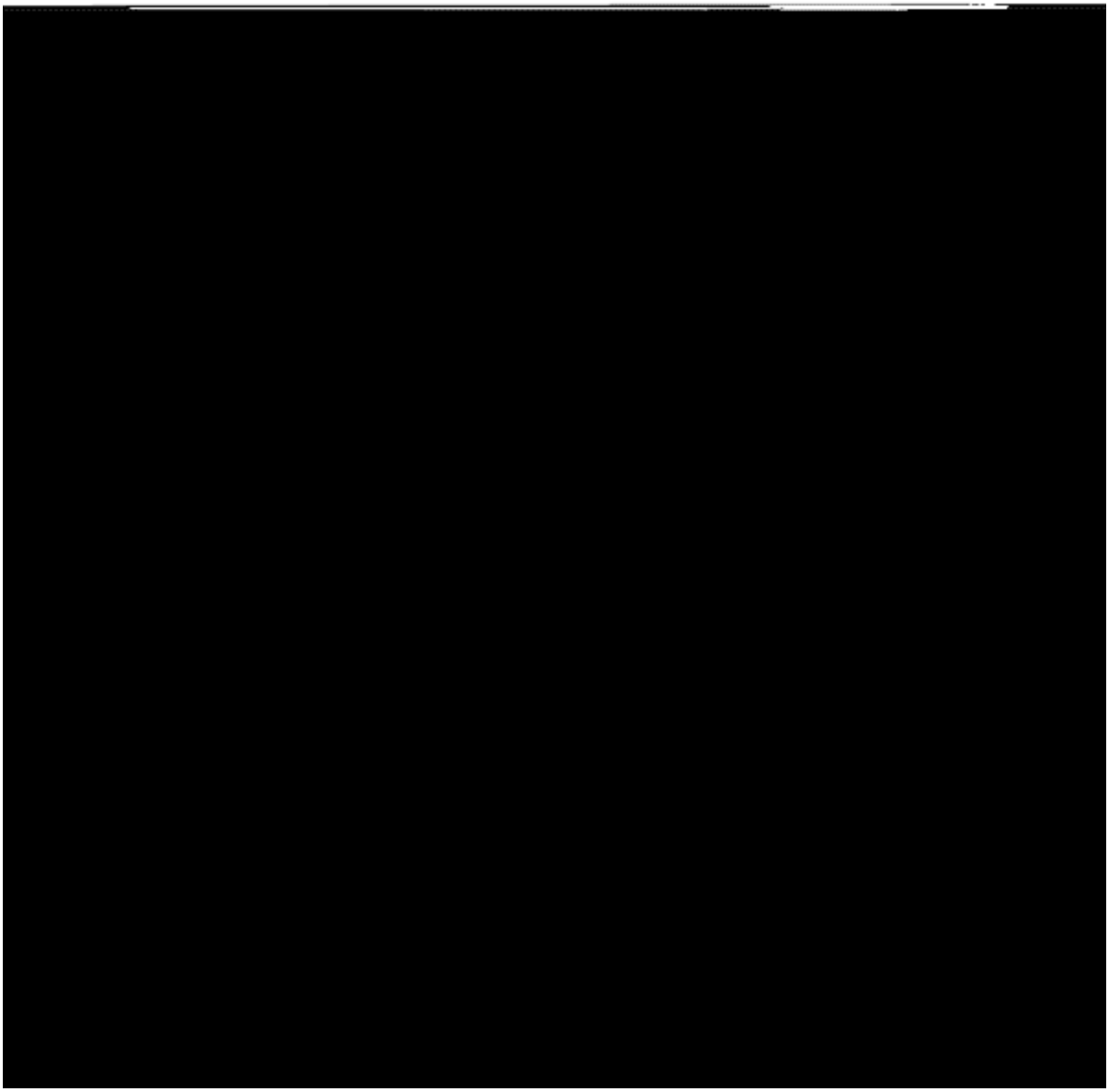
Sample Chronological Resume:



FunctionalResume

The functional resume places your skills/accomplishments under skill headings. Examples from multiple positions or educational experiences may be included under one skill heading. This style of resume can be effective for individuals with too many positions to list on the resume, or for individuals who are early in their career, have gaps in employment, or are making a career switch; however, because this style of resume makes it difficult for the reader to identify where the achievements/examples are coming from, it is not the preferred choice by employers.

Sample Functional Resume:



CombinationResume

The combination resume highlights the skills and expertise you have acquired over your entire career by including examples under skill headings. Under those skill headings, the Professional Experience is listed in reverse chronological format; however, only company names, position titles, and date ranges are listed, rather than including accomplishment statement bullet points under each position held. This style of resume can be beneficial when wanting to draw attention to specific skills; however, typically

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This guide will focus on how to create the most preferred type of resume, the Chronological resume.

Formatting and Creating a Professional Image

- Use a standard font (Arial 10, Times New Roman 11, or Calibri 11)
- Ensure dates are aligned with the right margin (set right tabs) and dashes are the same size and have the same spacing throughout (i.e. 2002–2011)
- Ensure your bullet points are regular circle bullets (not overly large) and are all aligned and the text in the bulleted sections is indented and aligned
- Include page numbers within the footer field on both pages (if on two pages)
- Ensure consistent formatting throughout (headings and text should be properly aligned)
- Ensure there are no typing, spelling or grammar mistakes
- Do not include personal information such as marital status, age, religious affiliations, etc. and do not include your photo
- Your resume should be 1 to 2 pages (maximum) in length
- If printing your resume, use the same type of paper for both your resume and cover letter; preferably light colored, plain high quality paper

Resume Sections

Header

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Profile or Highlights of Qualifications Section

This is one of the most important sections on a resume. You customize this section so that the key skills and accomplishments you have that are relevant to the job you are applying for are summarized here in no more than 5 or 6 bullet points. Differentiate yourself by highlighting what is unique about you. If you are stating that you possess a particular relevant skill, provide a SPECIFIC example as proof.

When drafting this section, think about your career interests and the skills that would be most sought after in a candidate. Use job postings that are appealing to you to identify trends. Next, think about your experiences, your education, and your community involvement. What are some of the highlights or achievements that stand out to you? Use those as proof to support key skills. As a starting point, try to include skills that are found on multiple job postings of interest. Once you are ready to apply for a specific position, you can further tailor this section to the actual job posting you are applying for.

This summary should allow the reader to get an overall sense of who you are. You can imagine with companies receiving thousands of applications, they tend to get the same skills listed by students. Think outside the box and be sure to include skills that reflect the company values. By reading only this section, š Z u ‰ o } Ç Œ • Z } µ o µ v Œ • š v Ç } µ Œ u] v • š Œ v P š Z • Œ o À v š š } š Z intrigued by your main accomplishments (again that might be relevant to the position of interest).

Things you may include in this section:

- If you have experience/education relevant to the position of interest, write the first bullet point as a summary of that relevant experience/education
- The next few bullet points should each consist of one (or two related skills) with proof (think of

The next few bullet points shoue2.ills and accs 0 G .04 (g)4(1)-7(n)3(i2.024 515(in)5(t)]TJ ETatthi)3(s1(ev)-6e263.69n(e)9(a

Volunteer Experience Section Example:

VOLUNTEER EXPERIENCE

Okanagan Boys and Girls Club (OBGC), Kelowna, BC 2017 t Present
Volunteer Youth Program Coordinator (14 hours/week)

- Support the Youth Centre Drop In Program by coordinating recreational activities and collaborating with a team of five other volunteers to pi2 0 0 1 77esje0 1 328c63 Jh93Tm (

Interests

If your interests are unique and might set you apart from another candidate, you can include them. These can be valuable if they convey your passion, dedication, teamwork ability, or leadership skills.

Interest Section Example:

INTERESTS

Junior Boys Volleyball, Saskatoon, Saskatchewan 2015 t 2016
Assistant Coach
- Contri µ š š }] u ‰ Œ } À] v P ‰ o Ç Œ • [• l] o o Ç •] P v] v P v
  Won City Championships in 2016

Royal Conservatory of Music, Kelowna, BC
Grade 10 Certificate, Guitar, First Class Honors with Distinction 2015

Continued Updating of Resume

There will be times in your life when you are either in school or employed and not actively job searching. It is just as important during those times that you ensure your resume is up to date. Here are some tips to ensure you have what you need when it is time to start your job search once again:

- Create a master list of your accomplishments (quantifying/qualifying when possible) throughout your time of employment; you may remember well what you have accomplished Á Z] o Ç } µ [Œ] v š Z e time Œ } o u s, y o š } v y µ s m a y forget
- Write down the projects that you work on as part of your studies (including details of what your role was, whether it was a team project, the size of the team, and what you achieved); you may remember the project well while y µ [Œ } u ‰ o š] v P] š U µ š } v š] u ‰ • • • U Ç
- If you are a Co-op student, the Work Term Report that you create for each work term will be extremely valuable to you when it comes to applying for a position; you could submit your report as part of your application, bring your report to a job interview, or pull accomplishments from the report to include in your resume or cover letter

References

Rather than include references on the resume document itself, create a separate document (saved as separate file) that can either be included with the application (if requested by the employer) or simply ready to bring to an interview.

Be sure to ask permission in advance before using someone as a reference. It is helpful if you provide the job posting as well as your cover letter and resume to your reference so that he/she may review those prior to the potential phone call from the employer. That way, he/she will be able to speak to your relevant skills/abilities based on what the employer is looking for.

Ideally, include three references who can speak to your ability to carry out the job for which you are applying. These references could come from your professional experience or volunteer experience. If necessary, a professor can be used as a reference as long as he/she knows you well enough and can speak to your work ethic/skills.

References Example:

LESLIE SMITH

1234 Somewhere Street
Kelowna, BC, V4V 1K9

250-123-4567
leslie.smith@sample.com

REFERENCES

Preet Dhial
Manager, Customer Experience
ABC Company
5566 Name Street
Kelowna, BC, V4E 4K9
250-111-2222
pdhial@email.com

Irina Grenville
Youth Coordinator Supervisor
XYZ Company
19845 Somewhere Boulevard
Kelowna, BC, V3O 4C9
250-333-4444
igrenville@sample.com

Jacob Aldegund
General Manager
123 Company
3490 Thisway Court
Lake Country, BC, V4K 9L2
250-111-5555
jacobaldegund@email.com