

Resume Quick Guide

PERSONAL INFORMATION

- Name – in **bold** and slightly larger type
- Address – make sure to include street, town, province & postal code
- Home telephone # and/or Cell phone #
- Email address (professional & appropriate)

JOB OBJECTIVE

- Option, include if you are applying for the same position at many different places
- Helpful because it tells an employer, at a glance, what kind of job you are interested in
- Must be clear and straightforward, not fluffy
- Ask yourself these questions: WHAT do I want to do? WHERE do I want to do it?

HIGHLIGHTS OF QUALIFICATIONS

- Can also be called “Summary of Qualifications”, “Highlights” or “Highlights of Experience”
- Four to six bullet points about **YOU** that will immediately draw the employer’s attention
- The rest of the resume needs to be consistent with the statements made here, backing them up with facts and telling what, when, where and how

RELEVANT SKILLS & EXPERIENCE

- Emphasize the relevant skills and experience you’ve gained in **all** areas of your life
- Group your skills into categories and give them headings
- Sometimes it’s easier to just start listing your skills and experience without a grouping, and then go back and see if you can put those skills into

WORK AND VOLUNTEER HISTORY

- You can call this section “Work Experience” or “Employment History” or “Relevant Experience”
- Make a list of jobs that you’ve held, in chronological order, your most recent job first
- Give your **Job Title**, **Employer** or Business Name, **Location** and the **Dates** of Employment (use only the year or years, not month and day!)
- Include any unpaid work that fills a gap or shows you have the skills for the job

EDUCATION AND TRAINING

- List the name of the **school** or place where you received education/training; any **diplomas** or **certificates** you received or other **relevant courses** you may have taken; and **dates** enrolled
- Education and training can be listed as separate sections or they can be combined into one

REFERENCES

- **Before** listing people as references, be sure to check with them first. Remember to thank them!
- Give your reference a copy of your resume, and let them know an employer may be contacting them
- Two types of references: **Work Related** – people you have worked for, for example a previous supervisor or **Personal** – someone who has known you for some time, for example a teacher, coach, family friend, someone you have volunteered with
- Do not use someone who is related to you or who shares the same address or phone number
- Use **2 or 3 work-related** references plus **1 personal**. If you’ve never had a job, then use 3 personal references