GENERAL GUIDELINES FOR RESUME WRITING

Having an informative and well-organized resume is the first step to successfully getting a job or volunteer position. Your resume should be tailored for each industry that you apply to. Over your career, you should compile a "Master resume" that includes EVERYTHING. Then when you have to apply for specific jobs, you can copy and paste what you need from your "Master resume" to create a resume that is suitable for what you are applying for.

Here are some general guidelines for writing a resume.

Your resume should:

1. **Be consistent!**
   i. Same font/size/type of bullets used
   ii. Same heading font/size
   iii. Same format (dates, spacing, underlining etc.)
   iv. No abbreviations (except for BC)
   v. Same verb tense throughout
   vi. Reverse chronological order (most recent items first—within each heading)

2. **Be error free!**
   i. Make sure you get someone else to proofread your resume!
   ii. Check spelling/capiltalization/punctuation/verb tense/grammar
   iii. Check spacing

   A resume that is full of errors does not leave a good impression!

3. **Be easy to look at**
   i. Use point form only!!
   ii. Most important things should be on the first page
   iii. Clearly start each point with a bullet/indent
   iv. Everything should line up nicely (use your Tab key)
   v. Headings should be clear and consistent
   vi. Don't be afraid of white space! Space out your text so that it's not too cluttered.
   vii. Make sure that your name is in the header of the second page of your resume (just in case it gets unstapled and mixed up with other paper)

4. **Be detailed**
   i. Make sure you explain your points in detail! Some employers are looking for very specific skills...you need to communicate your abilities to them!
   ii. Use action words
   iii. Use month and year for dates

5. **Be truthful**
   i. Make sure that all the information that you have is accurate.

RESUME FORMAT

NAME AND PERSONAL INFORMATION

- centered/bold
- make sure that your name is clear
- full address (make sure you capitalize properly)
- phone number that you can be reached at (make sure that your voicemail is professional)
- email address (make sure that you check it regularly)

****Make sure that you have a professional email address. Silly or inappropriate email addresses do NOT leave a good impression****

For example:

partygirl07@gmail.com or gangsta_thug@hotmail.com

ARE NOT APPROPRIATE!!!!

OBJECTIVE

- not necessary to write one...isn't everyone's objective to find a job? =)
- your intentions with the company should be outlined in your cover letter

EDUCATION

- list the dates that you have attended the school
- put the full name of the school down
- list your current grade (and honour roll status/GPA if applicable and if good)
- list any courses that you took that may be relevant to the job that you are applying for
- Also list any certificates or awards that you may have received in the course (if applicable)
  - For example:
    - Foods and Nutrition 10—certified in FoodSafe (if you are applying for work at a restaurant
    - Business Education 12—Top Student Award, Business Education (if you are applying to work in an office)

WORK EXPERIENCE / VOLUNTEER EXPERIENCE (these are separate headings but follow the same format)

- Dates worked on left hand side month/year – month/year
- Job title (CAPS and bold)
- Company Name, City (bold)
- Detailed description of jobs that you had to do (ALWAYS start with action verbs! No repeats if possible!)
  - Include any special training you got
  - Include special equipment / programs that you had to use
  - Specify people that you had to work with or had contact with (i.e. "supervised 50 children aged 5-7 years of age" or "assisted senior citizens who had physical disabilities with their weekly grocery shopping")
- Use past tense
- No job is too small...write it all down! You'd be surprised at what an employer finds important!

ACTIVITIES AND ACHIEVEMENT

- List dates
- List any clubs or groups that you belong to (in and out of school)
  - Position Title, Group Name
  - Include duties that you had to perform (start with action words)

SKILLS

- List any skills that you have (make sure that they are positive!)
- Include
  - Certification (First Aid, CPR, Babysitting, Food Safe)
  - Fluency in other languages
  - Computer programs that you are knowledgeable of (list the name and version of each program
  - Any other skills that you think would contribute to a company

REFERENCES

- References should NOT be included with your resume
- "References available upon request."
- References should be printed on a separate sheet of paper and ready to be presented at a an interview
- Make sure that you ASK your references for permission to write them down as a reference (make sure you ask people who will give you a good reference)
- Format should be:
  - Full name (include Mr./Ms./Dr.)
  - Job Title
  - Company Name
  - Contact phone number