



RESUME TIPS

Professional Recruiters are looking for:

- Clarity
- Succinctness
- Attractive and easy to read format
- Absence of puffery (accurately describes your background and skills)

Recruiters want to know:

- Type of job you are seeking
- Your qualifications

Resume Types:

1. **Chronological**
 - Most common and easiest to read (often a preferred format)
 - Highlight your work history in reverse chronological order
 - Demonstrates career progression
2. **Functional**
 - Groups your skills and accomplishments within functional areas of expertise
 - Highlights varied skills

Resume Content:

1. **Contact Information**
 - Name, Address, Telephone numbers, Email
 - Capitals/Boldface
2. **Career Profile/Objective/Summary**
 - Outlines the particular job are you looking for
 - Briefly outlines who you are and why you deserve the job (i.e. credentials, skills, and qualifications as they relate to your career objective)
 - Objective may change depending on position applying for
3. **Employment History**
 - Start with current or most recent job
 - List: Employer's Name, Dates of Employment
 - Job title followed by one sentence description of your area of work experience, skills required
 - Significant achievements or accomplishments
 - Same format for each relevant position you list
4. **Educational History**
 - Begin with highest level achieved
 - Include name of institution, date diploma/degree achieved
 - Relevant **recent** professional development courses
 - Don't need High School information
 - List any awards or honors you received
5. **Professional Registration & Memberships**
 - Include jurisdiction and registration numbers

6. References

- Suggest they be listed. If not, they must be available on request. Current/former supervisors, instructors, and preceptors are best.
- Provide contact information:
 - Name and title
 - Organization name
 - Address
 - Phone number, email address and fax number
- Should be reasonably current
- Consult the people you choose before you use their names!

7. Personal Data—Do not include:

- Age
- Gender
- Health History
- Marital status
- Photo
- S.I.N. #

General Resume Tips:

Appearance

- Typed on plain, good quality paper, free of errors
- Consistent format throughout (fonts, bullets, bold)
- Suggest Arial or Times Roman minimum 10 point
- Lots of “white space”
- Name on every page in large print
- Staple diagonally in top left corner so lays flat on desk (no paperclips & don't fold)
- Print on the same paper as your cover letter; preferably light coloured, plain bond paper
- Single sided
- Avoid attention-getting gimmicks
- Focus on relevant work experience and education
- Clear, concise and visually appealing to the reader
- Ideally 2 pages long
- Make every word count—Use bullets, action words, short sentences

The Cover Letter

- A professional way to introduce your resume that elaborates on your particular interest in, and qualifications for, the **specific job** you are applying for.
- Preferably sent to someone by name, making sure you spell the name correctly and use the correct title.
- Remember, this is the organizations first impression of you....it should leave the reader wanting to read your resume and interview/meet you.

Contents of the Cover Letter

- State which job you are applying for
- Explain why you feel this would be a good job for you
- Highlight the experience/skills which you have that are pertinent to the job
- State how you can be contacted to arrange an interview



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