

Resume Formatting Guide

Your Full Name
Current Address
Location
Postal Code
professional@email.com
(xxx)xxx-xxxx

Date

Employer's Name
Position
Company's Address
Location
Postal Code

Re: Position Title (Reference Number)

Introduction -- What job are you applying for? Why are you interested in working with this company?

Main Body -- Use the job requirements as a checklist to show the employer how you are the best candidate. Write about your skills that they **specifically** ask for. Use this formula → SKILL + EXAMPLE.

Conclusion -- Thank the employer for their consideration and ask for an interview.

Sincerely,

(Insert Signature)
Your typed name here

(xxx)xxx-xxxx

Your Name
Thunder Bay, ON

professional@email.com

EDUCATION

Master's Title

Institution

20xx - 20xx

Location

Bachelor's Title (Minor)

Institution

20xx - 20xx

Location

- Can list relevant coursework, high institutional GPA

ACADEMIC PROJECTS

Project Title

Dates

Institution

Location

Short description of the project (2-3 sentences) in paragraph format. Highlight what the project was and how you contributed to it.

- Your skill/duties performed here
- Your skill/duties performed here

PROFESSIONAL EXPERIENCE

Position Title (Internship)

Dates

Institution

Location

- Your skill/duties performed here
- Your skill/duties performed here
- Your skill/duties performed here

VOLUNTEER EXPERIENCE

Position Title

Date(s)

Institution

Location

* If this is a recurring volunteer role, the formatting can be set up like Professional Experience

SUMMARY OF SKILLS

(Important for Computer Science & Engineering students)

- **Category 1:** name, name, name, name
- **Category 2:** name, name, name, name, name, name
- **Category 3:** name, name, name

ADDITIONAL QUALIFICATIONS & AWARDS

- Title of Certification (Date)
- Title of Qualification (Date)
- Title of Achievement (Date)

REFERENCES AVAILABLE UPON REQUEST

REFERENCES

*** References should be made aware, well in advance, that they may be contacted by an employer about your application. Be sure to check with your references that they are still comfortable acting as a personal reference, and will make themselves available if new contacts are attempting to call the individual spontaneously.*

First and Last Name

Position Title

Phone Number

Email Address

First and Last Name

Position Title

Phone Number

Email Address

First and Last Name

Position Title

Phone Number

Email Address