

Your resume is a summary of what you can offer a future employer. Your goal when submitting a resume is to be invited for a job interview.

Resumes should be viewed as a marketing tool for your job search. Most recruiters will spend between 6-11 seconds on each resume. This is why it's important to review the job responsibilities carefully so that you understand the employer's needs and wants in an employee. Since every employer is unique, you should tailor your resume for each position.

## **Resume Length**

If you are applying to a non-professional position (customer service, manual labour, etc.), a one-page resume is recommended.

If you are applying to a professional position, you will want to include more relevant and specific information on how your skills, education, and work experiences will allow. The recommended length for a professional resume is two pages. Review the professional resume sample for guidelines on how to format this resume.

## **Resume Format**

### Chronological

- This format is best if you have significant work experience in the same field.
- Work experience is listed in reverse chronological order beginning with your most recent position.
- Helps draw attention of the employer to your consistent, stable work history.
- Drawbacks are that it does not focus on your skills or abilities as effectively as a functional or combination resume. Also, any gaps in your work history will be more noticeable to an employer using this format.

### Functional

- The purpose of a functional resume is to have the employer review your skills before they review your work experience. This format is effective when you don't have past work experience but have relevant skills. For example, if you are looking to change career paths or have a long gap in your work history, this format can be effective.
- Skills are emphasized before your work experience.
- Functional resumes are less common than other types of resumes. Unless you have a specific reason to use a functional resume, choose a chronological or a combination format.

### Curriculum Vitae (CV)

- A summary of your academic background, which focuses primarily on areas such as research, coursework, teaching, and conferences.
- Listed in chronological order and longer than a resume (often 3+ pages)
- Used for applications to graduate school and professional programs (law school, medical school, etc).

## What to Include on Your Resume

### Must-Have

<i>Name / Contact Information</i>	<i>Objective</i>	<i>Summary of Skills</i>
<i>Education</i>	<i>Work Experience</i>	<i>Volunteer Experience</i>

### Provide Added Value

<i>Relevant Coursework</i>	<i>Awards</i>	<i>Certifications/Associations</i>
<i>Conferences</i>	<i>Publications</i>	<i>Hobbies/Personal Interests</i>

One strategy for tailoring your resume to the employers' needs is to include a section that lists your highest qualifications for the position (often titled "Career Profile", "Summary of Skills" or "Highlights of Qualifications"). This section is listed at the top of the resume and provides bullet point summary of your strengths. Review the resume sample for guidelines of how this section can be formatted.

When you order the sections on your resume, ensure that your strongest and most relevant qualifications for the position are listed first. This ensures that the hiring manager doesn't see your less relevant qualifications first and stop reading. For example, if you have a degree in the same field, but you don't have relevant work experience, your education should be listed first. If your experience is relevant but your degree is not, then listing your experience higher would be more effective.

Another important step is to pay close attention to the keywords in your resume. Applicant Tracking Software (ATS) is increasingly used by companies in the initial stages of the hiring process. ATS scans, filters, and ranks resumes before hiring managers review them. ATS will scan for keywords, skills, former employers, years of experience, and schools attended, in order to determine applicant ranking. Understanding how ATS works is important because often your resume will not be reviewed by a recruiter if the ATS software does not rank your resume near the top.

Here are a few tips that can help improve your ranking:

- Use the same terminology that is listed on the expected duties, responsibilities, and skills sections of the job posting.
- Choose the right font. Some fonts are not recognized through the software. Calibri, Arial, and Tahoma are three fonts which are easily recognized.
- Avoid formatting such as graphics and boxes, which may not be recognized through the software.

## ***Chronological Resume Outline***

### **Full Name**

City, Province  
Phone Number, Email address  
LinkedIn URL (optional)

### **Career Objective**

In this section, highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills/qualities make you the best candidate. Always make sure that this is customized for each position.

### **Education**

#### **Title of Degree**

Lakehead University

**20xx – Present**  
Thunder Bay, ON

- Courses (include only the ones that are relevant to the position)
- Title of Thesis/Special Projects (include only if relevant to the position)
- Scholarships, Awards, Dean's List, GPA (only include if it's above 3.0)

Include additional post-secondary credentials (college diploma) in the same format. Do not include your high school diploma, because this is necessary to be enrolled in university. Education should be listed with your most recent program first.

### **Work Experience**

List current and previous positions in reverse chronological order (i.e. start with most recent and work backwards).

#### **Title of Position**

Name of Company/Organization

**20xx – Present**  
City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

#### **Key Contributions**

In this section, use action verbs and describe your past accomplishments with numbers.

- Successfully collaborated with \_\_\_\_ coworkers achieving \_\_\_\_
- Effectively trained \_\_\_\_ employees, resulting in \_\_\_\_
- Skillfully coordinated \_\_\_\_ projects, which resulted in \_\_\_\_

**Title of Position****20xx – 20xx**

Name of Company/Organization

City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

**Key Contributions**

In this section, use action verbs and describe your past contributions/accomplishments with numbers.

- Thoroughly researched \_\_\_\_ and applied findings resulting in \_\_\_\_
- Applied exemplary attention-to-detail, resulting in \_\_\_\_
- Surveyed stakeholders, resulting in \_\_\_\_\_

**Volunteer Experience** (can also be titled, Extracurricular Experience)

Volunteer experience can develop non-technical skills which are in high demand by employers. These include: communication, teamwork, interpersonal skills, organization, and leadership. Make sure to highlight these skills, if you've used them volunteer positions. Follow the work experience format listed above for your volunteer experience.

**Awards**

List past awards you have received. These can come from academics, sports, music, dance, volunteer work, employment, or any other relevant area. Describe who provided the award, why you received the award, as well as any tangible numbers that provide context.

**Name of Award****Year Awarded**

Name of Company/Organization

- Awarded in recognition for achieving \_\_\_\_\_
- One of only \_\_\_\_ who received this award.

**Professional Development/Certifications/Associations**

Include any information that can fall under this heading. For example, conferences you've presented at or attended, professional certifications or courses, and/or associations in which you are a member. Include the name of the conference/certification/association, the organization who offered it, as well as the date and location.

## **Functional Resume Outline**

### **Full Name**

City, Province  
Phone Number, Email address  
LinkedIn URL (optional)

### **Career Objective**

In this section, highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills/qualities make you the best candidate. Always make sure that this is customized for each position.

### **Education**

#### **Title of Degree**

Lakehead University

**20xx – Present**

Thunder Bay, ON

- Courses (include only the ones that are relevant to the position)
- Title of Thesis/Special Projects (include only if relevant to the position)
- Scholarships, Awards, Dean's List, GPA (only include if it's above 3.0)

Include additional post-secondary credentials (college diploma) in the same format. Do not include your high school diploma, because this a requirement to be enrolled in university. Education should be listed with your most recent program first.

### **Skills and Experience**

In a functional resume, you highlight your skills, accomplishments and experiences under specific headings, such as communication, analytical skills, technical skills, leadership skills, etc. Use action verbs to describe how your skills have led to tangible results. To determine which skills to highlight, consider the employer's needs first. You can compile your experience from paid positions, volunteer work or academics.

#### **Teamwork Skills**

- Successfully collaborated with \_\_\_\_ coworkers achieving \_\_\_\_
- Effectively trained \_\_\_\_ employees, resulting in \_\_\_\_
- Skillfully coordinated \_\_\_\_ projects, which resulted in \_\_\_\_

#### **Research Skills**

- Thoroughly researched \_\_\_\_ resulting in \_\_\_\_
- Applied exemplary attention-to-detail while analyzing results, resulting in \_\_\_\_
- Accurately surveyed and reported customer behaviour, resulting in \_\_\_\_

## **Organizational Skills**

- Ensured successful coordination of \_\_\_\_\_ resulting in \_\_\_\_\_
- Effectively implemented \_\_\_\_\_ program \_\_\_\_\_ resulting in \_\_\_\_\_
- Maintained organization of day-to-day operations resulting in \_\_\_\_\_

## **Work Experience**

List current and previous positions. Since you have already listed your skills and accomplishments under headings, you do not need to repeat those skills in your work experience. Follow the below format.

### **Title of Position**

Name of Company/Organization

**20xx – Present**

City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

### **Title of Position**

Name of Company/Organization

**20xx – 20xx**

City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

## **Volunteer Experience** (can also be titled, Extracurricular Experience)

Volunteer experience can provide additional skills which are in high demand by employers. For example, communication, teamwork, interpersonal, organization, leadership, etc. Make sure to highlight the skills you've used in volunteer positions. Follow the work experience format listed above for your volunteer experience.

## **Awards**

List past awards you have received. These can come from academics, sports, music, dance, volunteer work, employment, or any other relevant area. Describe who provided the award, why you received the award, as well as any tangible numbers that provide context.

### **Name of the Award**

Name of Company/Organization

**Date Awarded**

- In recognition for achieving \_\_\_\_\_
- One of only \_\_\_\_\_ who received this award.

## **Professional Development/Certifications/Associations**

Include any information that can fall under this heading. For example, conferences you've presented at or attended, professional certifications or courses, and/or associations in which you are a member. Include the name of the conference/certification/association, the organization who offered it, as well as the date and location.