

Advanced Resume Guide



Advanced Resume Tips

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File Names & Types

As the world becomes more digital, employers have increasingly used job banks, company websites, and other domains to hire new staff. As a result, creating digital applications has become more important than ever. Choosing the right file name and type might not be what hires you, but it can cost you the job if not done right.

File Names

Naming your resume file well allows the employer to find your resume easily and differentiate it from all the other resumes they may have downloaded. If you are naming your resume “resume” it is safe to say that it will get lost during the process and that might just take you out of the running. These are our file naming Do’s and Don’ts:

- Do include the word “Resume” or “Application.”
- Don’t just call the file “Resume.”
- Do include your full name.
- Don’t include unprofessional nicknames.
- Do include the position title if possible.
- Don’t use the wrong title/department name or unprofessional title.
- Do use all three naming conventions if possible.
- Don’t exceed 35 characters.
- Do use hyphens or underscores to separate words.
- Don’t use spaces to separate words in the file name.
- Do capitalize each word.
- Don’t include the word “General”

See if you can spot what’s wrong with each of these file names. There can be 1 to 5 errors in each.

Sparky Marketing Resume.Docx

Answer: First, Sparky is an unprofessional nickname that should be avoided. Second, while it is good that the department was mentioned, it would have been better to have a position title. Third, spaces can cause errors in the file name in some systems, the words should have been separated with a hyphen or underscore.

Cat-Lover-Jane-Smith.Docx

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Answer: This file name is formatted correctly, but is missing the job title and the word resume. It also should not include unprofessional information, in this case being “cat lover”

Marketing-director-samantha-Smith-resume.PDF

Answer: This file name is too long. Here, it would have been appropriate to shorten the applicant's first name to Sam which is still a professional name or eliminate the word marketing. The other noticeable mistake is not capitalizing each word, this makes the file name look bad.

Here is an example of a well done file name:

Tyler-Burgess-Dog-Groomer-Resume.PDF

This file name follows all of the Do's and Don'ts which means it won't get lost nor will it get confused with someone else's resume.

File Types

Choosing the right file type can also determine whether or not your application ever gets viewed. Many employers specify what type of file they would like, but even for the ones that don't there are a few that should be used.

Rule: Always check the job description for a preferred file type and use that type.

There are three types of files that are commonly used and that should be fine in most situations.

1. .PDFs
2. .Doc/.Docx
3. .txt

PDF: This is one of the most common types. While this type is widely used and easy to create, there are accessibility issues with it. In order to mitigate this, research PDF accessibility online or check it out in our resource section at [Lakeheadu.ca/careerzone](https://lakeheadu.ca/careerzone). To create one, use Word, Pages, or Google Docs, go into the File tab in the top left corner and go under Save As or Download. Select Save/Download As PDF.

Doc/Docx: Another common file type and the type created by Word. This is another standard type and easier to produce since it is Word's natural file type. For Google Docs and Pages you have to go under the File tab and select Save or Download As and select Doc/Docx. Be careful though because this sometimes results in the document format not being preserved and thus you may have to fix the document in word before submitting it. Otherwise, this file type is the best for accessibility as long as you follow general accessibility guidelines such as using the headings function and giving alt text for images and tables. Check out our Resume Accessibility guide for more information.

Txt: This file type is the one you are least likely to use but is worth mentioning. This is used to put your resume directly into an email, rather than including an attachment. This format can be

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achieved in the same way as all the others, through the Save As or Download As option in the File tab. Here are some important guidelines for using the .txt file format:

- Change bullet points to asterisks before converting to this format
- Put your headings in capital letters so that they will still stand out.
 - WORK EXPERIENCE
- Add spacing between sections to improve readability.

Types of Formats

There are 3 major formats for Resumes that you will use depending on where you are in your career and the type of job you are applying for. There are **Chronological**, **Functional**, and **Hybrid** resumes. These resume formats are very similar and while they are helpful for showing different styles of resume building, you should always tailor your resume to the position you are applying for.

Chronological

Chronological resumes place emphasis on **work experience** which might be merged with volunteer experience and projects. Your most recent experience goes at the top of your resume (before contact information) and you progress backward through your experiences to show the employer your professional background. Your education and skills sections (along with others you might include) take a back seat and are usually placed at the end of your resume with minimal explanation. This format is recommended in most situations, even recent graduates who might choose to list education and projects in a general 'experience' section. It is recommended because it is what employers want to see and is easy for AI to scan through.

Functional

Functional resumes place emphasis on **skills and education** which might be merged with projects, certifications, and licenses. These sections go at the top of your resume (below contact information of course) and will be the main focus. Your work experience should still be on your resume, but it should be placed towards the bottom of your resume. This resume format is great for those lacking experience, career changers, or with gaps in their employment history however, employers may view this format negatively since it might come across as you trying to hide something so be sure to include dates or short explanations for gaps in your history.

Hybrid

Hybrid resumes are a combination of the other two types and the emphasis is determined by the job description and type. What you put first and last is determined by what you feel is most valuable and attention grabbing. Approximately equal effort should be put in each section—if you are going to do 3 bullet points for each job then also do about 3 for education—though they might not all be the same length. This is a fairly effective format, but since chronological formatting is what is preferred, you should be thoughtful when deciding to use this format.

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Additional Sections Overview

There are a number of additional sections that could be included in your resume beyond the four main sections—Education, Skills, Contact Information, and Work Experience. We have created a list of section headers that may be relevant to your resume. For more information on them, search online or go to our additional sections resource.

- Associations/Affiliations
- Awards
- Certifications and Licenses
- Extracurricular Activities
- Hobbies and Interests
- Languages
- Military Experience
- Objective
- Projects
- Publications
- Qualifications
- References
- Summary/Profile
- Testimonials
- Volunteer Experience

Other Tips & Tricks

- You likely won't include everything that could go on your resume every time so create a document with all of your experiences and take what you need from it when you create a new resume.
- Put your best selling points at the top.
- Always tailor your resume to the job.
- Use the job description to find keywords to bring up in your resume.
- Work on concisely describing yourself.
- Remember to use basic names for section headers to allow AI software to identify them.