



RESUME WRITING GUIDE



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COMPONENTS OF A RESUME

1

RESUME HEADER

A resume header consists of your first name, last name, email, phone number, LinkedIn URL (optional), city, and province. Your email should be professional not cute, clever, or funny. You do not need to list your complete address.

2

SUMMARY

A summary is a high-level overview of your experience. It is a short section, consisting of 4-6 bullet points (**summary statements**) at the top of your resume that summarizes your key qualifications and tells the hiring manager how you can add value to the organization. Hint: Your learning outcomes for your program will be useful to reference to complete this section.

3

EXPERIENCE

Your experience section will include past work experiences including part time positions, internships, co-ops, etc. Each work experience should include; Job title, Company, Dates employed and 3-5 **accomplishment statements**.

4

EDUCATION

At minimum it should include; school name, school location, and full name of degree. You can also include key courses related to the position, awards and recognition.

5

OPTIONAL SECTIONS

You can add additional sections including; Core Competencies (Listing Skills), Professional Development (Additional Training), Volunteer Experience, Academic Projects, and Interests

Summary Statements

Your summary consists of 4-6 Summary statements. This section is also known as Highlight of Qualifications, Career Summary, Professional Summary, Professional Profile, etc.

These statements grab the hiring manager's attention and will intrigue the manager to continue to read more about you.

Your first statement should include your job title and how you will help the company solve a particular problem.

Example: Client-focused Graphic Designer empowering businesses by sharing their stories through visual representation, using digital and traditional print design

Here are a few additional tips when creating your summary statements:

- Use **Adjectives** to describe your skills and experience (see next page)
- Focus on highlighting your skills/experience/training related to the position
- Each statement should be no longer than two rows, to ensure your resume is concise and easy to read

Weak Summary Vs. Strong Summary Statement

Weak statement: "Good computer skills "

Strong statement: " Advanced MS Office skills including Excel, Word and PowerPoint, completed Excel Skills for Business certification"

Weak statement: " Experience with providing customer service"

Strong statement: "Dedicated worker, recognized for ability to communicate with customers and provide exceptional service"

Resume Adjectives

Adjectives to describe your:



CRITICAL THINKING SKILLS

Insightful - Logical - Thoughtful - Practical - Strategic
Analytical - Perceptive - Innovative - Systematic

ADAPTABILITY SKILLS

Adaptable - Versatile - Dynamic - Flexible - Multifaceted
- Resilient - Resourceful - Agile

ORGANIZATIONAL SKILLS

Detail-Oriented - Orderly - Precise - Methodical

WORK ETHIC

Ambitious - Devoted - Dependable - Focused - Passionate
Consistent - Committed - Determined - Motivated -
Spirited - Driven - Keen - Energetic - Proactive



EFFECTIVENESS

Accomplished - Advanced - Fluent - Proficient - Smooth
Skilled - Expert - Strong - Qualified - Adept - Significant

COLLABORATION SKILLS

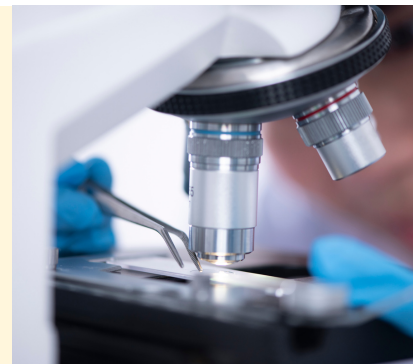
Cohesive - Cooperative - Encouraging - Supportive - Reliable
Team-minded - Approachable - Respectful - Harmonious

COMMUNICATION SKILLS

Articulate - Assertive - Clear - Concise - Direct - Genuine -
Personable - Persuasive - Tactful - Thoughtful

CREATIVITY

Forward-thinking - Imaginative - Progressive -
Revolutionary - Visionary - Cutting-edge



Accomplishment Statements

Accomplishment statements allow you to describe how you brought value to your employers. It shows the hiring manager you are results-oriented and have a history of going the extra mile. These statements will go in your experience section.

Note: Writing statements will take some time. If you need writing support, you can book an appointment with Lakehead's Writing Coach.

Compare the following statements:

1. "Restocked merchandise" (responsibility-based statement)
2. "Maintained accurate and attractive merchandise displays in order to maximize sales" (accomplishment-based statement)

Which statement gets your attention more?

Here are a few steps to consider when crafting your statements.

Step 1: Identify work accomplishments.

Here are questions you can ask yourself:

- What is unique about how you do your job?
- What does your current boss praise you for?
- What are you most proud of in your career?
- How do you take initiative in your position?
- Have you worked on any special projects?
- Did you save the company time or money?
- Did you increase sales or profits?
- Did you find a way to make a process easier?
- Did you supervise or train employees?
- Have you brought on new clients or partners?
- Were you on any teams or committees?
- Did you get promoted?

Accomplishment Statements

Step 2: Use the A-T-R method to build out your statement

Action Verb: Start your sentence with an action verb. (See resource)

Task: Include details about the task

Result: What was the outcome? How did it effect the company? When possible quantify the results by using dollar amounts, timespans, percentages and volume.

The statement should start with an action verb however, the task or result can switch order. Action - Task - Result or Action - Result - Task

Examples:

- Trained over 10 employees within a 6-month period, resulting in increased customer satisfaction and employee retention (instead of " Trained staff")
- Reconciled end-of-day receipts with cash and credit transactions to account for daily sales averaging \$3,500 (instead of "Closing tills")
- Increased work efficiency by 30% by filing and organizing important documents (instead of "Filing")
- Examined, sorted, and routed 100 pieces of mail each day for proper distribution and communication (instead of "sorted mail")

CHECKLIST

Resume Checklist

BEFORE YOU SUBMIT YOUR RESUME USE THIS CHECKLIST TO ENSURE YOU HAVE CREATED THE BEST RESUME POSSIBLE!

- ☐ Proofread carefully to check for grammar, spelling, repetition, and inconsistent formatting
- ☐ Skills are clearly presented and keywords from job posting are incorporated
- ☐ Use of accomplishment statements, adding numbers when possible
- ☐ Use of action verbs and adjectives
- ☐ Written in third person (No use of I, Me, We, Us)
- ☐ Clear and accurate contact information with a professional email
- ☐ Resume is easy to skim through, content is organized to make the most relevant information easy to find
- ☐ Max 2 pages, simple font size 11 or 12pt (except for your name)
- ☐ References are NOT listed on your resume
- ☐ Resume saved as a PDF unless stated otherwise in job ad. Save resume as FirstnameLastname_Jobtitle