Resume Writing

<u>Tips</u>

1. Avoid fixed templates
2. Prioritized (most important information first)
3. Be positive and refrain from any negative comments
4. Be professional
5. Consistent in style and format throughout
6. Maximum TWO pages
7. Name and page number are on top of the 2nd page
8. Highlight with bolding and italicizing
9. Use different font sizes for headings and sections
   - Be consistent with font size
   - Name: size 16, Headings: size 14, Body: size 11 to 12
   - Wide margin is one inch
10. Use round or square solid black bullets
    - Maximum of FIVE bullets per heading
    - No periods at the end of the bullets
11. Two lines per examples
12. Use chronological order (present to past) within each section
13. Justify dates in margin, either left or right
14. Must spell numbers that are under 10
    - Use numerals for 2 digit numbers
15. Quality white coloured paper
16. Avoid shading to ensure clear photocopying
17. No graphic
18. Language used;
    - No personal pronoun; "I, we, they, he, she"
    - Begin each bullet with an action word
    - Use correct tenses
    - Avoid passive language; "although, believe, like"
    - Have someone else review a final draft
    - Avoid abbreviations and acronyms

19. Resume sections are consisting of sub-sections as followed;
    - Contact information
      - Current and accurate name, address, phone number and email address

- Where possible must use a professional email address (not hotmail or something like that)
- Educational qualification
  - As a student this section should follow your contact details
  - Write out degree in bold font
  - Correct wording in university calendar
  - Put Date in parenthesis is within a year
  - For example;

    Bachelor of Arts, Communication Studies (2007)
    University of Calgary
  - Possible additional information on GPA if 3.00 or higher
- Work Experience
  - Put position title first (in bold), then organization
  - Put most recent information first
  - Start each bullet with action word, not personal pronoun such as "Developed program for…"
  - Focus on achievements and skills
  - Provide specifics by quantifying where possible
  - Limit bullets when position title is self-explanatory
- Related Experience
  - Always allow you to bring forward important information
  - Follow some format and reverse chronological order as general work experience
- Volunteer Experience
  - Format as Work Experience
  - For example;

    "2004-2007 **Volunteer Coach**
    Mabword Community Hockey
    Coach
    Lead sessions"
- Interest
  - Show how you balance work/school/life interest
  - Provide glimpse of individuality
  - Can serve as ice breaker in interview
  - Avoid laundry lists and provide specifics
  - For example;

    "Back packing: completed four trips…"
- Reference
  - Referee name, his or her position, organization and contact details
- Optional Sections
  - Such as;

Objective
- Used when have no previous experience
- Position unrelated to degree
- No specific job posting

Skills, technical relevant
Certifications
Association and Affiliations
Professional Development