Tip: Print your résumé on bright **white** paper, and use **black ink** only. When typing an e-mail address in WORD, it will automatically be underlined and turned into blue text. This distracts the reader so remember to *remove the hyperlink*.

Full Name

E-mail Address

Address
Telephone Number with Area Code

Tip: Give your name prominence, bold & use a larger font than the rest of text. Make yourself accessible; include home and cell phone numbers, and ONE e-mail address. Include a professional sounding e-mail address.

Profile

Tip: Your résumé should not exceed **2 pages**. Print on two separate pages, NOT on one page back-to-back.

Include 3 to 5 bullets and be sure to modify your profile for each job you apply to.

- Mention your **experience or expertise** in the field related to the job
- List your most relevant **technical skill(s)** for the job (refer to job posting)
- List your second most relevant technical skill(s) for the job (refer to job posting)
- List transferable skills which show that you would be a good employee

The profile is like an introduction, so be sure to showcase your best qualifications for the job here.

Be creative!

Education OR Training

Make sure to write the formal title of your training or degree

Name of Diploma, certification, degree, training etc.

Start Date - End Date

Name of school or institution Location (City, Province)

Relevant Courses: (list courses)

List courses related to the job. Don't include if applying to a job that is not related to your studies.

Languages

English, French, Algonquin

When applying for work in Quebec:

- If bilingual, write "Bilingual, English and French"
- If French skills are average, write "English and French"
- If French skills are minimal, don't include a "Languages" section

Technical Skills OR Computer Skills

List all relevant work-related skills (especially if they are mentioned in the job posting or were learned through vocational training)

List all relevant computer programs and skills

Most résumés call this section "Work Experience." However, suppose you have done work, internships and/or volunteer work related to your career; you can include all of these in the same section by calling it "Career-Related Experience." Bring

out all of your **career-related** and **transferable skills** by using **action verbs**.

Make sure you put everything in order with the most recent experiences

first.

Career-Related Experience

Position/Title

Start Date - End Date

- Company, City, Province

 Action verb followed by accomplishment (most relevant to job or internship you're applying for)
 - Action verb followed by accomplishment (2nd most relevant to job or internship you're applying for)
 - Action verb followed by accomplishment (3rd most relevant to job or internship you're applying for)

Include all career-related **positions**, repeat until you've included all of them

Intern/Volunteer

Start Date - End Date

Company, City, Province

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2nd most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3rd most relevant to job or internship you're applying for)

Include all career-related Internships, repeat until you've included all of them

Other Work Experience

In this section, include jobs that are not directly related to the job you are applying for. Although these jobs are not directly related to your career, you can still bring out as many relevant **transferable skills** as possible by using **action verbs**

Position/Title

Start Date – End Date

Company, City, Province

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2nd most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3rd most relevant to job or internship you're applying for)

If you have a very large number of unrelated jobs, only include jobs with the most relevant transferable skills. Remember that the résumé must not exceed 2 pages.

Everything from here down is optional. Include only the sections which apply to you.

Academic Projects

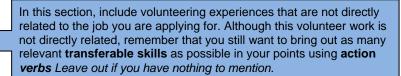
If you don't have much job experience in your field, talk about projects done in school or training.

Project Name

Start Date - End Date

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2nd most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3rd most relevant to job or internship you're applying for)

Volunteer Experience



Volunteer

Start Date - End Date

Company, City, Province

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2nd most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3rd most relevant to job or internship you're applying for)

Extracurricular Activities

Organization - description of responsibilities

In this section, include extracurricular activities that are not directly related to the job you are applying for. Although this is not directly related to your career, remember that you still want to bring out a few relevant **transferable skills** in your points using **action verbs**. Leave out if you have nothing to mention.

Awards and Achievements

Include any awards you have received or significant achievements for which you received particular credit.

Leave out if you have nothing to mention.

<u>Interests</u>

As a general rule try to list 2 related to your field and 3-4 others

Other optional sections you can add to a résumé:

- Professional Memberships
- Certifications
- Community Involvement
- Objective

References Available Upon Request

Do not include references in your résumé. Use this line instead and only provide references when asked.

For individual assistance contact your local Employment Counsellor or visit: http://www.cdrhpnq.qc.ca/index.html Special thanks to Concordia University's Career and Placement Services for much of the material found in this document.