

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
Address
Telephone Number with Area Code
E-mail Address

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

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

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

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

In this section, include volunteering experiences that are not directly related to the job you are applying for. Although this volunteer work is not directly related, remember that you still want to bring out as many relevant **transferable skills** as possible in your points using **action verbs**. *Leave out if you have nothing to mention.*

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

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.*

Organization – description of responsibilities

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.*

Interests

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.