

RESUME TIPS & EXAMPLE FORMAT

Resume should be 1-2 pages in length with your name on both pages

Use point form - no complete sentences or personal pronouns

List education and experience in reverse chronological order, with the most recent first

Include diplomas, degrees, certificates and any other courses or training

Include paid and unpaid experience, indicate if it is co-op, field placement or volunteer

Sections can be divided and headings can vary e.g. Additional Training, Related Experience, Volunteer Experience, etc.

Double check spelling and grammar to ensure there are **NO** errors

YOUR NAME

519-111-2222, your.name@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Summarize skills, abilities and qualifications acquired through education and experience that are relevant to the specific job you are applying for
- Describe each skill using examples, value or context to provide proof that you actually do have the skill
- Include both job-specific and transferable skills based on what is requested in the job posting

EDUCATION

Name of Certificate/Diploma

Month Year - Present

Institution Name, Location

- If not already outlined in the highlights section, explain the skills you have developed using examples of assignments, presentations, etc.
- Include awards or grades if they are an asset

EXPERIENCE

Position Title

Month Year - Present

Organization Name, Location

- Use action verbs to describe what you did and how you did it
- Provide specific examples, results and accomplishments
- Focus on responsibilities that demonstrate skills that are most relevant to the job you are applying for

ACTIVITIES AND INTERESTS (optional)

- List activities, hobbies and interests that highlight different skills sets or personality traits
- May include community involvement, professional development, memberships, awards or achievements all together in this section or in separate sections

EXAMPLE ACTION VERBS

Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Coordinated
Developed
Directed
Evaluated
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Reviewed
Scheduled
Supervised

Communication Skills

Addressed
Arranged
Authored

Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Mediated
Moderated
Negotiated
Persuaded
Promoted
Recruited
Spoke
Translated
Wrote

Research Skills

Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified

Inspected
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Upgraded

Teaching Skills

Adapted
Advised

Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Persuaded
Simulated
Trained

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Developed
Forecasted
Managed
Planned

Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Integrated
Invented
Performed
Revitalized
Shaped

Clerical Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled

Dispatched
Generated
Implemented
Monitored
Operated
Organized
Prepared
Possessed
Recorded
Retrieved
Screened
Tabulated
Validated

How?

Accurately
Consistently
Creatively
Decisively
Easily
Effectively
Expediently
Pleasantly
Precisely
Professionally
Quickly
Safely
Systematically