Resumé

resumé checklist:

* Include skills and keywords from the job description
* Include relevant and recent experience
* Does your resume demonstrate your “fit” for the role by highlighting who you are, what you have to offer, and how you can help the organization?
* Contact info is prominent and clearly visible
* Fonts are easy to read (12pt), formatting is consistent… everything should line up.
  + Font, font size, bold, italics, underline, line spacing, indents/bullets
* Enough white space that makes it easy to read…not too empty and not too overwhelming
* Check for grammar and spelling errors
* Experience is in reverse chronological order
* Present tense for current content and past tense for past experience
* Resume should be 2 pages max.
* Career Objective (or Profile)
* Education
* Work/Volunteer Experience
  + Have you provided adequate context for when/where/how skills have been used?
  + Job titles, name of employer, city, date included
  + Bulleted list of all responsibilities
  + Descriptive words and vocab
* Proofread and have someone else read it to catch errors
* When printed…all info is visible (convert to PDF)

A resume must be short, easy to read; and quick to draw information from. The purpose is to gain the attention of the employer enough to get you an interview, and ultimately get you the job.

# first impressions:

* Your name should be front & center in bold… prominent and clearly visible
* Resume should be organized (most recent/relevant experience on top)
* Email address should be simple and professional
  + No numbers, no hobbies/interests

# include:

* Heading
* Objective
* Education
* Experience
* Honors/awards
* Skills
* References (separate page)

# Heading:

* Name, email address, address, phone number
* Name should be front & center in bold… prominent and clearly visible
* Professional email address
* Legible font

# objective:

* One-two sentence declaration of employment goals
* Be specific about the job and company

# education:

* List the schools you have attended
* Any degrees you earned (with dates)
* Include GPA (If it is over 3.5/B+ average)
* If you attend post-secondary, remove high school and replace

# experience:

* Refer to paid or unpaid jobs
* Include job title, name of employers, city, province, dates of employment
* Summarize your responsibilities and contributions to the position
  + Use action verbs (see next page)
  + Present tense only for a current position
  + Illustrate your accomplishments and results
  + Soft skills should be highlighted throughout
    - Patient, meticulous, communication, teamwork, flexibility
  + Hard skills are skills or areas of knowledge you have learned
    - Microsoft Excel, auditing, JavaScript, web analytics

# honors/awards:

* This is entirely optional
* Can include any scholarships, awards, certificates
* Can be school or non-school related
* Include a date
* You may need to give short descriptions of the nature of each organization or award

# skills/highlights:

* Inform the reader of any unique, relevant or necessary skills that you have, but have not covered in the rest of the resume
* Foreign languages, computer applications, First Aid/CPR training, machinery license

# references:

* Separate page
* Heading and format should match Resume and Cover Letter
* **Always** get permission of anyone you choose to use as a reference
  + Teachers/professors, employers, advisors
  + Do not use relatives
  + Ensure that reference will be positive and complimentary

cover letter checklist:

* Format consistent with resume
* No more than one page
* Standard letter format, 3-4 paragraphs (intro, body, closing)
* Tailor each letter to a different job using language from the job description and by doing research on the company
* Don’t overuse “I”
* Use action words
* Stress soft and hard skills with examples
* Your interest and passion are clear
* Proofread and have someone else read it to catch errors
* When printed…all info is visible (convert to PDF)

cover letter

The purpose of a cover letter is to introduce yourself to the employer. Your cover letter should reflect more of your personality than the resume. It should effectively portray your attention to detail, communication skills, passion and intellect.

# first impressions:

* Same Header and format as Resumé
* Your name should be front & center in bold… prominent and clearly visible
* Address the letter to as specific a person/company as you can
  + “Dear Mr./Ms.”

# first paragraph:

* Clearly identify the job you are applying for
* If you heard about it from somewhere (“Name Drop”)
* Indicate that you have enclosed resume
* Summary statement with three reasons you think you would be a good fit

# second/third/Fourth paragraph:

* State your qualifications and refer to relevant work experience with key examples
* Do not reiterate resume
* Emphasize skills and abilities that relate to the job…be specific
* Stick to facts about your competency, skills, and attitude
* Refer to research you have done about the company and how it relates to your experience/interests

# closing:

* Proper sign off: “sincerely, best regards, etc.”
* Sign your name above your typed name (e-signature if you need to)