

RESUME: “HOW TO”

Before you start:

- Decide what type of work you will be looking for and tailor your resume to that industry and position.
- Review the sample Job Descriptions and Highlight of Qualifications for ideas (see our examples in PDF or Word formats)
- Match your words with the employer’s requirements

HEADER

(See our sample resume for actual setup on website)

NAME

FULL ADDRESS - include house/apartment number, street, city, province, postal code

PHONE NUMBER(S) – indicate if you are using a cell number (ex. Cell: 905-111-2222, Home: 905-222-3333)

E-MAIL ADDRESS – be sure your email address is appropriate to be sending to employers (only put your e-mail address if you USE it!!)

HIGHLIGHTS OF QUALIFICATIONS or SUMMARY OF SKILLS

REVIEW SAMPLES – take a look at our Highlights of Qualifications samples for ideas

KEY SKILLS – choose 4 or 5 skills that relate to the positions for which you are applying

RELEVANT CERTIFICATES/TRAINING - if it relates to the positions (ex. Smart Serve)

WORK/CO-OP EXPERIENCE

(List in reverse order-Most recent job first)

EMPLOYER/COMPANY NAME

JOB TITLE

LENGTH OF EMPLOYMENT - From month year to month year

ACCOMPLISHMENTS/JOB DUTIES IN DETAIL – use the sample Job Descriptions for help



EDUCATION

(List in reverse order)

POST-SECONDARY EDUCATION/TRAINING (if applicable) – name of school attended, city and province, year of completion, relevant courses, subjects or awards received

ONTARIO SECONDARY SCHOOL DIPLOMA (if received) – name of school attended, city and province, year of completion, relevant courses, subjects or awards received

ADDITIONAL TRAINING – Smart Serve, Service Excellence, WHMIS, Safe Food Handling, etc.

VOLUNTEER EXPERIENCE/ COMMUNITY INVOLVEMENT

(If relevant to position)

ORGANIZATION NAME

LENGTH OF INVOLVEMENT - months/years

ROLE/POSITION/TITLE

ACCOMPLISHMENTS/DUTIES IN DETAIL

ACTIVITIES/INTERESTS

(if relevant to position)

EXTRACURRICULAR ACTIVITIES

SPORTS/ATHLETIC INTERESTS

GENERAL HOBBIES

REFERENCES

AVAILABLE UPON REQUEST – don't list the names/contact info on your resume – you don't want your references' personal information shared with everyone who sees your resume

REFERENCE SHEET – create a reference sheet on a separate document using the same header and font type/size as your resume and bring to an interview

See our sample resume for actual setup on website

