

# CAREER SERVICES | RESUME TEMPLATE

## YOUR NAME

City, PROV | 123-456-7890 | youremail@email.com

## SUMMARY OF SKILLS

- List skills and qualifications that match job you are applying to
- Utilize content from your course descriptions
- Example: Strong customer service skills
- Example: Speak three languages including English, Punjabi and French
- Example: Work well in teams and independently

## EDUCATION

Program Name - School Name, Location In Progress

- Expected Completion: April 2028

- Completing courses in:
  - list 3 - 4 courses
  - you are currently
  - completing

2022

Program Name - School Name, Location

- Completed courses in:
  - list 3 - 4 courses
  - you have
  - successfully completed

## EXPERIENCE

Job Title - Business, Location 2024 - Present

- In bullet points, list your responsibilities and accomplishments
- Start your statements with an action verb
- Focus on transferable skills you gained on the job

2024 - Present

Job Title - Business, Location

2022 - 2024

- In bullet points, list your responsibilities and accomplishments
- Start your statements with an action verb
- Focus on transferable skills you gained on the job

## VOLUNTEER EXPERIENCE

Volunteer Position Title - Organization, Location 2023 - Present

- Format this section the same as your work experience
- If you do not have any volunteer experience, do not include this section
- Volunteer and community involvement are/can be the same

2023 - Present

## CERTIFICATION

- Certification - Issuer, Town, Prov YEAR
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Never include personal information such as birthday or Social Insurance Number

Highlight the skills you have to do the job

This section needs to be tailored for each job you apply to

Mention special projects you were involved in at school  
Other things you could include are class leader, varsity athlete, clubs etc.

Never lie on your resume – if you have never had a job before, talk to Career Centre staff  
Focus on transferable skills gained from work, volunteer, or school

Include any unpaid experience that is relevant to your area of study or to the job you are applying to  
If you don't have any volunteer, don't lie and say you do

**REMEMBER: Your resumé should be unique to you! Make it your own!**

## DO'S and DON'TS - Résumé

DO	DON'T
<ul style="list-style-type: none"><li>• Use powerful action words</li><li>• Keep your tenses in consistent format</li><li>• Always tailor your résumé for the job you are applying for</li><li>• Keep it short - no more than two pages</li><li>• ALWAYS check spelling and grammar</li><li>• Add your name to your second page</li><li>• Add your LinkedIn or digital portfolio links if applicable</li></ul>	<ul style="list-style-type: none"><li>• Use personal pronouns (i.e. I, me, my)</li><li>• Include your address</li><li>• Specify your: age, height, weight, gender, ethnicity, or SIN</li><li>• Include your high school (unless necessary)</li><li>• Make false misrepresentation</li><li>• Send your résumé to every posting you see - be selective</li><li>• Use colour blocks or add your picture</li></ul>

## DO'S and DON'TS - Applying for Jobs

DO	DON'T
<ul style="list-style-type: none"><li>• Use your network for referrals</li><li>• Dress for success even when applying for a job</li><li>• Be polite and friendly</li><li>• Follow-up by calling the manager/supervisor</li><li>• When applying in person go alone and ask to speak with the manager</li></ul>	<ul style="list-style-type: none"><li>• Don't get discouraged if you do not find a job immediately</li><li>• If you do not have customer service experience, don't lie about it</li><li>• Do not follow up before the deadline date</li><li>• Do not harass the employer</li></ul>

## HOW TO RECOGNIZE A SCAM!

DO	DON'T
<ul style="list-style-type: none"><li>• Research companies that contact you, to be sure they are real</li><li>• Be cautious of recruiters and employers you find on Social Media such as Facebook or Instagram, as these could be fake accounts</li><li>• If it sounds too good to be true, it might be - check in with Career Services</li></ul>	<ul style="list-style-type: none"><li>• Do NOT give money to start a job</li><li>• Do NOT give personal information, that isn't already on your résumé</li><li>• Do NOT accept money through Western Union or Money Gram</li></ul>