

# YOUR NAME

City, Province | Telephone | Email

## QUICK TIPS

- Never include personal info such as birthdate or Social Insurance

- Highlight the skills you have to do the job you seek
- This section needs to be tailored for each job

- Include other training completed
- Mention special projects or events you were involved in at school

- Always be truthful with your information, and include only accurate information
- Focus on transferable skills gained in your jobs

- Volunteer experiences count! Be sure to include any unpaid work that's relevant to your area of study

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

## HIGHLIGHTS OF QUALIFICATIONS

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

## EDUCATION

Degree, *School Name*, Location Dates From-To

- Completing courses in: (list 4 -6 courses you are currently completing)

Degree, *School Name*, Location Dates From-To

- Completed courses in: (list 4 -6 courses you completed)

## EXPERIENCE

Job Title, *Company Name*, Location Dates From-To

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments
- Example: Operated cash register and took cash and credit payments
- Example: Assisted customers with purchases
- Example: Maintained a clean and tidy work space

Job Title, *Company Name*, Location Dates From-To

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments

## VOLUNTEER EXPERIENCE

Volunteer Position Title, *Company Name*, Location Dates From-To

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments
- Example: Assisted with fundraisers to supplement programs
- Example: Participated in events that helped raise awareness of organization
- Example: Helped clients find suitable resources to address their immediate needs

## EXAMPLES OF HOW TO SHOWCASE YOUR TRANSFERABLE SKILLS

|   |  |
|---|--|
| <p><b>WHAT YOU DID:</b><br/>Worked the cash register at Tim Hortons</p> | <p><b>• WHAT YOU SAY YOU DID:</b><br/> <b>• Front Counter Team Member</b><br/>                 • Mastered point-of-sale (POS) computer system for automated order taking<br/>                 • Handled currency quickly and accurately<br/>                 • Coordinated scheduling with team members<br/>                 • Built loyal clientele through friendly interactions</p> |
| <p><b>WHAT YOU DID:</b><br/>Pumped Gas</p>                              | <p><b>• WHAT YOU SAY YOU DID:</b><br/> <b>• Gas-Station Attendant</b><br/>                 • Worked effectively with little supervision<br/>                 • Developed and employed excellent inter-personal skills<br/>                 • Responsible for large sums of cash<br/>                 • Maintained a clean and organized station</p>                                    |

## TOP DO'S AND DON'TS FOR A RÉSUMÉ

| DO   |
|--|
| <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 apply for</li> <li>• Keep it Short- no more then 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> |

| DON'T  |
|--|
| <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 highschool</li> <li>• Make false misrepresentation</li> <li>• Send your résumé to every ad you see, Be selective</li> <li>• Use colour blocks or add your picture</li> </ul> |

## APPLYING FOR A POSITION DO'S AND DON'TS

| DO   |
|--|
| <ul style="list-style-type: none"> <li>• A good referral is the most effective way to gain employment</li> <li>• Dress for success even when applying for a job, be polite and friendly</li> <li>• Follow-up by calling the manager/supervisor</li> <li>• When applying in person do arrive alone and ask to speak with the manager</li> </ul> |

| DON'T  |
|--|
| <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 posted deadline date</li> <li>• Do not harrass the employer</li> </ul> |

## HOW TO RECOGNIZE A SCAM

- Do NOT give money to start a job
- Do NOT give personal information, that isn't already on your résumé
- Research companies that contact you, to be sure they are real
- Be cautious of recruiters and employers you find on Social Media such as Facebook or Instagram, as these could be fake accounts
- Do NOT accept money through Western Union or Money Gram
- If it sounds too good to be true, it might be