

HYBRID RESUME ANATOMY

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Do not include personal info such as SIN# or birth date

Name

Address | Phone Number | Email Address & LinkedIn URL

HIGHLIGHTS

- 3 to 5 bullet points that serve as an introduction to your summary of skills and qualifications.
- Tailor your relevant skills and qualifications using key words
- You may have a list of technical and language skills. In both cases, you can indicate it by formatting it as "Skills & Languages:" - be sure to indicate your proficiency in a language (e.g., oral, written, reading)

EDUCATION

Program Name _____ Sept. 2022 - Present

School, City, Province (or Country) _____

Relevant Courses: _____

Academic Projects: _____

RELEVANT EXPERIENCE

Position _____ Mar. 2021 - Jan. 2022

Company, City, Province (or Country) _____

- 3 to 5 skill-based statement _____

ADDITIONAL EXPERIENCE

Position _____ Jun. - Oct. 2021

Organization, City, Province (or Country) _____

3 to 5 skill-based statement _____

ACHIEVEMENTS/ACCOMPLISHMENTS/CERTIFICATES/AWARDS

Name of Certification / (Optional: Amount Awarded) _____ 2019

School or Organization Providing Certification or Award _____

If relevant, 1 - 2 sentences on the award description or reason for award.

Example: "Proven ability to develop and maintain credible relationships with colleagues, customers, and individuals"

Formatting your dates:
Month Year - Month Year
Positions within a year:
Month - Month Year

Use "action" words to describe your accomplishments.
E.g. Generated, Designed, Maintained

Many employers value co-curricular activities more than your GPA

NORTH CAMPUS
Academic & Career Success Centre,
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LAKESHORE CAMPUS
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RESUME TIPS

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Customize your resume to every job that you apply for by matching your skills & qualifications with the required skills for the job.

Remember to use keywords! Check the job postings in your career area and find relevant/industry keywords, include them into your resume.

Once enrolled in a postsecondary program, you do not need to include your high school name and graduation date under your Education section unless it is relevant to a particular role.

While using online or MS Word templates may be a way to get started, be mindful because they are harder to customize to your resume content.

Include international experiences if relevant to the job that you're applying for.

Use past-tense when addressing previous experiences and present-tense for current experiences.

Do not use tables and paragraphs on your resume. Keep things simple and to the point.

Use numbers and specific examples to strengthen your skill-based statements.

Visit careers.humber.ca to find program specific resume samples under *Career Resources*.

References:

*Jobvite Social Recruiting Survey 2015

*LinkedIn.com

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