



## RESUME INFORMATION

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### RESUME & COVER LETTER RESOURCE

## WHAT IS A RESUME?

A resume is a formal document that details your professional qualifications, usually including academic background, work experience, extracurricular positions and hard and soft skills. It is the collection of information a recruiter or hiring manager uses to determine your eligibility for a job interview. Because resumes are subject to the reader's personal preferences, there are various ways to approach it. As a general rule, any format that clearly outlines the different sections of a resume and discusses job duties in detail is well-received.

## WHAT ARE THE DIFFERENT SECTIONS?

### Contact Information

- Includes name, address, phone number and e-mail
- Your name must stand out - you can accomplish this by enlarging it, changing the colour, etc.
- E-mail should be professional - aim to have one as close to your own name so it's easily remembered
- Street address is optional, but city, province and postal code is recommended
- Links are encouraged! Include your LinkedIn URL or portfolio website if applicable

### Summary Statement / Summary of Skills

- Introduce an overview of your qualifications and encourage the reader to continue reading
- The industry or position you are pursuing should be clearly established using keywords
- A summary statement (1-3 lines) works best when you have graduated and accumulated some experience; a summary of skills (5-7 bullet points) works best if you have limited relevant experience
- Usually tailored to the job qualifications outlined in the posting



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## Education

- Includes credential, program name, academic institute and (anticipated) graduation date
- Key courses are sometimes useful to outline when you have limited or no industry experience
- Once you're enrolled in post-secondary, you don't need to list high school experience unless relevant
- Any programs that you didn't complete can still be listed! Specify how many semesters were completed

## Work Experience

- Includes job position, company, location, dates and accomplishment-focused bullet points
- Each experience should have 3-5 bullet points outlined; more if relevant
- Not every experience needs to be listed - experiences that are older than 10 years are considered outdated, and part-time jobs aren't necessary once you have industry experience

## Volunteer Experience (Optional)

- Includes position or department, company, location and dates
- Bullet points are optional, but highly recommended especially if they are relevant
- Canadian volunteer experience is valuable and often helps you to stand out from similar candidates
- Unpaid internships can either fall under this section or have its own "Internships" section

## Certifications / Training (Optional)

- Includes official name of certificate, issuing organization and date received/expiring
- Works well when the certification/training is relevant to the industry
- Any professional courses can either be listed in this section or with "Education" - as long as the section is renamed to "Education & Training"
- Lynda.com provides Humber students software/tool tutorials to be completed for a certification



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## Awards / Other Accomplishments (Optional)

- Includes credential, program name, academic institute and (anticipated) graduation date
- Key courses (course name) are useful to outline when you have limited or no industry experience
- Once you're enrolled in post-secondary, you don't need to list high school experience unless relevant
- Any programs that you didn't complete can still be listed! Specify how many semesters were completed

## ARE THERE DIFFERENT TYPES OF RESUMES?

While there's no "right way" to write a resume, there are different techniques to organize the information on a resume to your advantage. Career histories can be complex and common resume formats such as chronological may not present it effectively. There are four main types of resumes:

### Chronological

This type of resume is the most common and most widely received by employers from applicants with experience in any industry. A chronological resume lists experiences in each section from most recent to least recent. With this format, there is a large focus placed on dates as well as patterns in work history (e.g. consistent industry), which works well for individuals with extensive work history.

### Functional / Skills-based

This type of resume is becoming less common, though it can be useful for individuals with a complex work history (e.g. employment gaps.) Instead of ordering work history according to date, different experiences are grouped under an outlined skill as its own section. For example, the section may be "Training Experience", where experiences relating to that skill are listed, such as a teaching role.

With this format, employment details are de-emphasized and instead places focus on skills.



## Hybrid

This type of resume is gaining traction with current students or recent graduates as it combines elements of both the chronological and functional resume format. Unlike these formats, the hybrid resume will include a summary of skills section that uses each point to highlight a specific skill. Experiences may also be separated into relevant and additional experience sections rather than falling under one, cohesive “work experience” section.

For students whose relevant experience only includes their education, a “projects” section can be included; formatted similarly to all other listed experiences. For other work or volunteer experience, soft skills are typically highlighted in the bullet points in place of industry skills.

## Creative

This type of resume is only recommended for individuals pursuing creative positions in any industry. In the case of these students, the resume design can additionally function as a demonstration of their abilities. A creative resume will contain design elements that other resume types normally wouldn't - including a logo, iconography and atypical structures. It's important to note that even with this resume type, content still takes precedence over presentation.

## WHAT SHOULD I KEEP OFF MY RESUME?

Each country has a different set of standards for resume formatting and writing. In fact, even certain companies may be specific in what they're looking for in a resume. Here are some elements that are universally considered unacceptable or unadvised on a resume:

- Any personal information, including SIN, birthdate, age, race, gender or photos
- Availability - can be outlined in a cover letter instead
- Personal pronouns e.g. I, my, we, our, etc.
- Unnecessary formatting details e.g. tables and charts

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## WHAT ARE THE GENERAL FORMATTING STANDARDS?

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In Canada, these standards are generally expected of most resumes (some companies make exceptions). Here are some elements that are universally considered acceptable on a resume:

- Serif and sans serif fonts; common examples include Times New Roman, Cambria, Arial, Calibri
- Font size of 14-16 pt for headers, 10-12 pt for body
- Margins of at least 0.5 inches
- Colours are acceptable as long as the content is still legible
- 2-page resumes are acceptable as long as the content on the second page takes up at least two-thirds of the page