

RESUME ANATOMY

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Before you begin:

- Do your research on the position & company (mission, vision, values)
- Print out the job description and highlight keywords to include in your application

Highlight your professional skills and qualifications relevant to the job in short form sentences. Do not use pronouns (I, me, you, he, she)

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

Did you know 92% of employers review your social media before making a hiring decision? *



Name
Address
Phone Number
Email Address & LinkedIn URL

HIGHLIGHTS

- Experience highlight
- Academic highlight
- Relevant skills
- Technical skills
- Personal strength

No need for periods in point form lists

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

EDUCATION

Program Name
School, City, Province (or Country)
Relevant Courses: _____, _____, _____
Academic Projects: _____, _____, _____

Sept. 2015 - Present

Optional: You can include four to six courses and academic projects that will help you stand out from the competition

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

EMPLOYMENT EXPERIENCE

Position
Company, City, Province (or Country)
-Accomplishments _____
-Accomplishments _____

Mar. 2014 - Jan. 2015

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



VOLUNTEER EXPERIENCE

Position
Organization, City, Province (or Country)
-Accomplishments _____

Jun. - Oct. 2013

Many employers value co-curricular activities more than your GPA

ACHIEVEMENTS/ACCOMPLISHMENTS/CERTIFICATES/AWARDS

Name of Certificate/Award
School or Organization Providing Certification or Award
City, Province

2014

Optional: Describe your volunteer duties if relevant to the position you are applying to

References Available Upon Request

Finishing Touches:

- Make sure your formatting is consistent and information is correct
- Meet with a resume tutor to proofread your resume
- Save as PDF!

Optional: Acts as a conclusion to your resume

Additional Sections:

- Projects (including Academic Projects)
- Co-curricular Activities
- Interest

NORTH CAMPUS
Academic & Career Success Centre,
Learning Resource Commons, First Floor
416-675-6622 ext. 5030
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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.



Avoid using online templates or MS Word templates because they are harder to customize to your resume content.



Make sure your name stands out and include a phone number, e-mail, and professional website (e-portfolio, LinkedIn).



Support your skills with results-oriented statements. Use numbers and specific examples to show the results of your skills.



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



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



Once you are enrolled in a postsecondary program, high school information is not required on the resume unless it is relevant to the position.



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



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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