

NO WORK EXPERIENCE RESUME

www.careers.humber.ca



Resume Format:

Choose a resume style - chronological, Functional (skills based), or Hybrid. Make it clear, easy to read & consistent format.

Name

Address | Email & LinkedIn URL | Phone Number

Objective / Career Profile

- Include a clear career goal and tailor to the specific job you are applying for

Summary of Skills / Qualifications

- Summary of skills (5-7 bullet points) works best if you have limited relevant experience
- Tailor your skills (transferable, soft and technical), and qualifications to the job posting using keyword
- List transferable skills acquired through school, extracurricular activities, or volunteering

Examples of Hards & Soft Skills:

Time management, problem-solving, organizational skills, interpersonal skills, active listening, Microsoft Word, internet researching skills, fluency in a foreign language



Education / Training / Certifications

- Include credential, program name, academic institute, graduation date or anticipated graduation date
- List relevant courses or academic projects, training or certifications obtained or currently pursuing

Relevant Experience

- Paid or unpaid internships, co-ops or apprenticeships
- Online activity for social media profiles such as posting career related topic
- Group activities, personal blogs, making how-to videos on YouTube, creating podcasts
- School activities or relevant hobbies that show achievements such as teamwork, meeting deadline
- Relevant international work experience
- Part-time jobs such as babysitting, mowing lawns, dog-walkin
- Extracurricular activities, such as clubs and sports
- Self-employment or freelance jobs
- Helping manage a family business or friends with projects

Include project name, class information, title, date, short summary of purpose

Example:

Dog-Walker, Self-Employed (2019-Present)

- Walk multiple dogs in various weather conditions and ensure their safety
- Consultations with new clients and complete client registration forms ensuring accuracy
- Prepare food and feed dogs at scheduled intervals for the proper nutrition of dog
- Clean, disinfect and maintain cages, pens and surrounding areas



Projects

- List personal or academic projects relevant to the job (example: bake sale, research project)

Awards / Achievements

- List academic or personal accomplishment

Examples:

Dean's list/honour role or winning a sports award



Volunteer Experience

- Include your position or department, company, dates, brief description of duties if relevant

More information on Resumes including fact sheets and samples are available on the Humber Career Resources website: careers.humber.ca/resources-career

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL 105, 416.675.6622 ext. 5028

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