

EXTRA EXTRA! Read all about...Me!



Resume Writing

Why do I need a Resume?

- Most employers will want to view your qualifications in the form of a resume prior to inviting you in for a face to face interview.
- This is your opportunity to frame your experience in a way that demonstrates how well you can do the job you are applying for.
- It is often your first chance to make an impression on the potential employer.

How to make your resume stand out...

- Make it easy to read and visually appealing
- Choose the best format to highlight your skills and abilities
- Provide a clear demonstration of the values you can offer to a company
- Demonstrate your achievements and accomplishments, not just job duties
- Make sure that the statements on your resume support your job target
- Use numbers where possible: increases and decreases are impressive
- Be sure to check for any spelling or grammatical errors

Most Common Resume Styles



Chronological and Functional

Chronological - Advantages

A Chronological resume lists employment experience in reverse chronological order with a bulleted list of skills and accomplishments under each job.

One should consider a Chronological resume if:

- You would like to illustrate a stable work history resulting in promotion
- You are looking for a similar type of job that you have held in the past
- You enjoy the traditional look of a Chronological resume
- You think the employer would prefer a traditional looking resume

Functional - Advantages

A Functional resume lists experience in skill sets.

One should consider a Functional resume if:

- You are a student or young professional beginning to build on experience
- Your most relevant experience has been unpaid such as volunteer work or school activities
- You are looking to make a career change and would like to de-emphasize past experience and focus on relevant transferable skills
- You are someone who has been out of the work world for some time (caregiver returning to work) and will have gaps in your work history

Don't forget to target your resume



- Make sure you highlight your skills that are most relevant to the position you are applying for
- This may mean modifying your resume for each job you apply for

Access support from the Job Search Resource Centre to help with this

What is the Purpose of a Cover Letter?

- Introduce yourself and your resume to the prospective employer
- Explains who you are and why you are writing
- Provides a brief summary of your qualifications and describes how your skills would benefit the prospective organization
- Should prompt the employer to read your resume

Types of Cover Letters

Specific

For jobs that have been advertised or where there are known job openings stating the skills and qualifications that match the advertised job.

Referral

For jobs that a friend/family member has referred you for, ensuring you mention the person who has referred you to the company and/or job.

General

For jobs that aren't advertised. It is suggested to touch base with the employer before or after sending an application.

Cover Letter Writing Tips

- Limit your letter to 3 or 4 paragraphs – not exceeding 1 page
- Sign your letter in blue or black ink
- No handwritten changes
- Gear each letter towards specific employer and each position you apply for
- Avoid irrelevant information
- Make sure you check for spelling and grammatical errors