

GLC20 – All about Resumes

WHAT IS A RESUME?

- A self-marketing tool where you highlight factual and marketable qualities, skills and experiences with a goal to obtain an interview
- An employer's first glimpse of you
- An integral part of the job searching process – you need a resume to get a job
- A work in progress – you should continually upgrade as you finish school, change jobs, win awards, etc.

EMPLOYABILITY SKILLS

- Ability to manage and organize information
- Ability to problem solve
- Ability to work autonomously
- Adaptability and flexibility
- Analytical ability
- Communication (verbal and written)
- Computer savvy
- Creativity and innovation
- Decision making skills
- Goal orientation
- Honesty
- Interpersonal skills
- Leadership and management
- Listening skills
- Negotiation skills
- Participation in projects and tasks
- Positive attitude and behavior
- Reliability
- Sense of responsibility
- Strong work ethic
- Teamwork
- Willingness to keep learning
- Work safety

RESUME GUIDELINES

- Before you begin, think about what type of job you would like to apply for and shape your resume towards that type of industry
- Keep your resume to a maximum of two pages (especially in high school)
- Must be typed
- Make sure your email address isn't inappropriate
- NO spelling or grammar errors

Objective Statement:

A concise statement outlining your specific employment goal – a reason you are applying for this position. Be unique!

E.g. With strong writing skills, international volunteer experience, and a drive to succeed, I am seeking a challenging internship at a dynamic advertising agency that values and engages its employees.

Work Experience:

List any related work experience chronologically with your current or most recent position first. Provide company name, your title, dates of employment and a description of your tasks and responsibilities using bullet points. Begin each bullet with an action verb and include accomplished-based statements.

E.g. Guitar Teacher, ABC Music School, London, ON, June 2017 – December 2018

- **Taught** private and group Level One Beginner Guitar classes to students under 12
- **Created** lesson plans used by 60 students for all Level One classes that **resulted in passing grades for all students and raised Level Two enrollment by 50%**

Remember: Use action verbs in present tense for current position and past tense for previous positions.

Volunteer Experience:

List any volunteer experience the same way you list your work experience. Include skills that support the position you are applying for.

Education:

List your education, training and other certificates. Include level of education, area of study, school name and year of graduation. Begin with your highest level of education.

E.g. Grade 10 Student

Redeemer Christian High School (Fall 2017 – Present)

Ottawa, ON

Skills & Accomplishments:

List any skills and/or accomplishments you are proud of and that your potential employer may be interested in.

Hobbies & Interests, etc.:

List your social activities, hobbies and personal interests. Do you play soccer in your spare time and are applying for an office job? List it. This section does not necessarily have to be relevant to the position you are applying for, it allows potential employer a glimpse into your personality.

References:

List the name, title and contact number of two references. Alternatively, you can write “References available upon request” at the bottom of your resume. Be sure to have this information typed on a separate piece of paper should an interviewer ask you for references.

Action Verbs

Management	Communication	Research	Technical	Teaching
achieved administered analyzed assigned attained chaired conceived contracted consolidated coordinated decided delegated developed directed encouraged evaluated executed handled implemented improved incorporated increased inspired launched led managed motivated organized outlined oversaw planned prioritized produced recommended re-evaluated reported reviewed scheduled strengthened supervised	addressed arbitrated arranged authored communicated corresponded counseled developed defined directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled reunited renegotiated reported researched summarized spoke translated wrote	clarified collected conceived critiqued detected diagnosed disproved evaluated examined extracted identified inspected interpreted interviewed investigated organized researched reported reviewed searched studied summarized surveyed systematized wrote	analyzed assembled built calculated computed designed devised engineered fabricated inspected maintained operated overhauled programmed remodelled repaired solved trained upgraded	adapted advised clarified coached communicated coordinated defined developed enabled encouraged evaluated explained facilitated guided informed initiated instructed lectured persuaded presented set goals stimulated taught trained updated

*<http://www.writeexpress.com/action-verbs.html>

Financial	Creative	Helping	Clerical or Detail
adjusted administered allocated analyzed appraised audited balanced budgeted calculated compared computed developed estimated forecast forecasted managed marketed planned projected re-evaluated reconciled researched sold	acted applied composed conceived conceptualized created designed developed directed established evaluated fashioned formed formulated founded illustrated instituted integrated introduced invented loaded moulded originated perceived performed planned presented produced refined rewrote updated	advised aided assessed assisted brought clarified coached coordinated counselled dealt demonstrated diagnosed educated encouraged enlisted expedited facilitated familiarized guided helped inspired maintained modified performed referred rehabilitated represented supported upheld	activated altered assembled approved arranged catalogued classified collected compiled described dispatched edited estimated executed gathered generated implemented inspected listed maintained monitored observed operated organized overhauled prepared processed proofread published purchased recorded reduced retrieved screened specified streamlined systematized

*(<http://www.sass.uottawa.ca/careers/tools/skills.php>)

Additional Action Verbs

<p>anticipated arbitrated ascertained checked classified collected completed conducted conserved consolidated constructed controlled coordinated counselled created decided defined delivered detailed detected determined devised diagnosed directed discovered dispensed displayed disproved dissected distributed diverted dramatized drew drove eliminated empathized enforced established estimated evaluated examined expanded</p>	<p>experimented explained expressed extracted filed financed fixed followed formulated founded gathered gave generated guided handled headed helped hypothesized identified illustrated implemented improved improvised increased influenced informed initiated innovated inspected installed instituted instructed integrated interpreted interviewed invented inventoried investigated judged kept led learned</p>	<p>lectured lifted listened logged maintained made managed manipulated mediated memorized modeled monitored motivated navigated negotiated observed obtained offered operated ordered organized originated painted perceived performed persuaded photographed piloted planned played predicted prepared prescribed presented printed processed produced programmed prescribed presented projected promoted</p>	<p>proof-read protected provided publicized purchased questioned raised read realized reasoned received recommended reconciled recorded recruited reduced referred rehabilitated related rendered repaired reported represented researched resolved responded restored retrieved reviewed risked scheduled selected sensed separated served sewed shaped shared showed sketched solved sorted</p>	<p>summarized supervised supplied symbolized synergized synthesized systematized talked taught tended tested trained transcribed translated traveled treated troubleshoot tutored typed unified united upgraded used utilized verbalized warned washed weighed wired worked</p>
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GLC20 – Brainstorming

Before you begin making your resume, it is a good idea to start thinking about some of your skills, traits, experiences, and interests.

List 4 positive traits or skills about yourself:

Choose an experience you had in the past and answer the following questions:

1. What kind of experience? (circle one): Work / Volunteer / Extra-curricular
2. Where was your experience? (location OR organization OR company):

3. When did you start and finish? (Month/Year – Month/Year)

4. What was your role or position?

5. What did you do there? (Begin with a verb, ie. Served customers in a polite manner):

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Now, start writing your resumé! Here is a site that has lots of helpful tips and examples:

<https://www.gojobs.gov.on.ca/docs/OPS%20Cover%20Letter%20and%20Resume%20Writing%20Guide.pdf>