

The Resume Guide

A resume is an easy and organized way to present yourself to an employer. A resume should:

- tell the employer how to contact you
- what prior jobs you have had
- what special skills you have
- volunteer, education and work experiences

A resume is also handy for:

- tracking all your employment and volunteer dates and contacts
- presenting information in the best way possible – unlike an application
- creating a good first impression

Your Resume Should Represent Your Strengths

Strangely many of us do not know our own strengths. We often think of our gifts as the easy things to do. You may be a talented listener or speaker. Perhaps your skill with fixing mechanical problems is so natural you think of it as ordinary.

Employers often want to make use of your skills and your resume presentation will let them know just what those skills are.

What you should know before making your resume:

- **NEVER MAKE ANYTHING UP**, imagine your feelings when you are found out?
- **Don't worry if it's short.** In fact, one page is fine
- **Make sure to proofread.** Our goal is to have no spelling or grammatical errors. Show your future employer you can produce quality work.
- **Have copies in paper, on a flash drive, and on an email.** You never know when an opportunity comes up.
- **Update it frequently:** add new clubs, activities and experiences as you are involved in them
- **Use your own style.** Anyone can use a resume wizard; show that you know how to use a computer by creating your own format.
- **Make it easy to read:** keep it simple and stick to one format.
- **Never submit a poorly done resume.**

Getting Started

Resumes should be easy to read and formal but you have a chance to design the look and presentation to communicate your strengths. This can be far more effective than an application form.

Formatting refers to the way you organize the contents of your resume. There are some key points to remember:

- Choose one style and use that style in your entire resume
- List experiences in reverse chronological order (start with the most recent and work back to earlier experiences).
- Do not let the format of your resume make it hard for a reader to understand your skills, abilities and strengths.

Creative Options

- Design your document layout by putting headings in the order that markets your skills most effectively.
- Write your resume using business etiquette but allow your personality to show through
- Create the overall look of your resume – notice that the sample resumes have a range of appearances, each creates a different message.
- Personalize your resume for the jobs and employers you are applying to. This gives you a big advantage if you know a little bit about the company or the interviewer.

Possible options to Include in Your Resume

1 Name and contact information is a must – make it easy for employers to get in touch with you

2 Education and Education Highlights

3 Work Experience and your accomplishments

4 Volunteer Experience

5 Skills and Abilities You have acquired

6 Languages you speak

7 Honours, Awards and Certifications

8 Activities

9 Quotes from reference letters

10 References

11 Your work availability

Resume Headings that you Choose to Add and Place in Order on your Resume

Common Starter Heading

Summary
Highlights
Background
Summary of Background
Profile

Each of these headings allows you to start your resume with an emphasis on your most important strength and give you the opportunity to name your employer specifically creating the impression your resume was crafted for this specific job.

Common Targeting Headings

Job Target
Career Objective or Objective
Goal
Position Applied for

If you do not identify the job you are applying for or the employer in your first heading you may want to add one of these heading to identify your goal and to state your career aspirations.

Headings that Highlight Your Abilities

Skills
Accomplishments
Achievements
Strengths
Areas of Effectiveness
Professional Attributes
Results Achieved
Capabilities

This section gives you an opportunity to match some of your skills and accomplishments with those used at the workplace you are applying to.

It also gives you an opportunity to identify skills you have developed and to include a description of your accomplishments. Accomplishments could mean completing a race, receiving a raise, acknowledgments from authorities like teachers, or making the roster of a sports team. Other common examples include, fixing a car, helping a neighbor or completing a volunteer assignment.

Heading that Highlight Your Experience

Employment
Employment Background
Employment History
Work History or Experience
Volunteer Experience

Resume Headings – Examples

Large names are a nice touch

Arthur King

123 Camelot Place, Britton, Canada, T1G 1N1
Email: roundtable@gmail.com
Phone: 403-333-3333

Color can make your resume stand out but it is also more expensive to copy.

Cleo Patria

555 Egypt Place, Britton, Canada, T1G 1N1
Email: management.egypt@gmail.com
Phone: 403-333-3333

Make sure your email is professional and that your voicemail is also easy to use and professional

Winston Church

Mechanics Assistant

You can put the contact details at the bottom of the page.

Experience and Volunteer Headings – Examples

List your position and the employer – always have both pieces of information

Always include the dates of the experience

Include your accomplishments like promotions, pay raises, awards, certifications and other examples that express your good work.

All heading should have the same format. So if you list your job title first and employer second, all of your headings should follow that format.

Volunteer positions are treated just like paid work, you need to include the name of your position and the facility or organization you volunteer for.

Volunteering is often the best way to develop skills in a new experience area. It is also one of the most important factors in building a strong community.

Work Experience

General Laborer Summer 2017 to Present
Great Brittan and Company

- Sailed with trade goods across the great Atlantic Ocean
- Follow orders of Captain and senior crew
- Awarded Ship Mate of the Month for eight of the twelve months

Experience

Summer 2017 to Present **General laborer**
Great Brittan and Company

Duties and Achievements

- Sailed with trade goods across the great Atlantic Ocean
- Follow orders of Captain and senior crew
- Awarded Ship Mate of the Month for eight of the twelve months

Volunteer Experience

Recreation Therapy Helper August 2016 to Present
Harry R Smith Health Care Center

- Volunteered two evenings a week
- Assist the residents with games and activities
- Participate in exercise program for residence

Skills or Achievements Sections – Examples

This section can be very powerful, especially if you list specific examples of things you have accomplished.

Customize your skills to match the ones required for the job you are applying for.

Skills & Characteristics

Mechanically Inclined

- Fix and repair bicycles for neighborhood children and my brothers
- Repair electronic toys such as mechanical cars
- Assist with the restoration of three classic cars including:
 - Rebuild a 350 cc engine
 - Paint and prep all three cars
 - Upholster and restore interior of 1963 Elcamino

Reliable and Punctual

- Always on time for work
- Attend school on a regular basis and perform well

Teachable

- Able to follow directions
- Willing to learn and do as instructed
- Worked 30 hours a week last year and completed grade 9 with good grades

Key Skills

® Customer Service (phone and face-to-face)

® Sales reconciliations

® Dispute resolution

® Store-based security

® Problem solving

® Transaction processing

® Data processing

® Sales negotiations

® Cash management

® Sales refunds

® Inventory control

® Product selection

Honours, Awards and Certifications

Certifications are often listed with no comments or bullets added, but it is more impressive to have a driver's license and a great driving record. If you have a great record (no accidents or tickets) make sure you include that bit of impressive knowledge.

Certifications

Class 5 Drivers License

- Excellent driving record with clean abstract
- Frequently tow large trailers with loads of hay and horses
- Operated farm tractors and pull implements as wide as thirty feet

Standard 1st Aid

Expires Aug 2020

- Completed final exam with a mark of 97%

Workplace Safety – HCS 3000 High School Course

- Studied safety in the workplace including procedures for dealing with WHIMS protocols
- Completed the course with a 96% average

Receiving a recognition is an excellent way to point out your strengths. Attending regularly at school is a significant clue that you will also be at work regularly.

Awards and Honours

Awards

- MVP of the year for Southern Alberta Basketball Association 2018, 2019
- Heart and Hustle – Team Award for playing with effort 2017,2018,2019
- Employee of the Month – Received this award 6 times last year 2018
- Perfect Attendance – no unexcused absences in grade 10, 11 and 12
- Honour Roll Student – over 80% average 2017,2018,2019

Writing Sentences

In most written English it is not common or even good to start each thought with an action word, but in resumes that is a strategy with strength. Using a combination of bullets and action words you can deliver a strong message even to the readers who only has a moment or two to skim your resume.

Action Words to Start Your Statements			
Achieved	Demonstrated	Gathered	Located
Approved	Designed	Generated	Maintained
Accepted	Determined	Guided Handled	Managed
Accumulated	Developed	Helped	Mapped
Acquired	Devised	Hired	Marketed
Anticipated	Displayed	Honoured as	Obtained
Applied	Decreased Executed	Identified	Operated
Arranged	Expanded	Imagined	Organized
Attained	Extracted	Improvised	Participated
Bargained	Engineered	Improved	Performed
Budgeted	Enabled	Initiated	Problem-solved
Built	Encouraged	Innovated	Promoted
Balanced	Explained	Integrated	Proficient
Changed	Eliminated	Invented	Recommended
Controlled	Established	Increased	Recipient of
Coordinated	Elected	Influenced	Selected
Contained	Experience involved	Informed	Supervised
Competent	Focused	Introduced	Solved
Communicated	Fabricated	Implemented	Supported
Created	Fashioned	Knowledge of	Strengthened
Compiled	Founded	Launched	Trained
Completed	Familiarized	Learned	Utilized
Dealt with	Finalized	Listened	
Decided	Fund-raised		
Defined			
Delivered			

Resume Samples

Changis Khan
Welder's Assistant, Box 111, Nowhere, Alberta, T0K 2K0
Email: changis@gmail.com, Cell Phone: 403-222-2222



Profile

Recently I completed a Job Shadow at a busy welding facility in Taber. I enjoyed the experience and confirmed that I want to weld and would appreciate an opportunity to work with IMEX in Taber. I have a strong work record and I am a hard and reliable worker.

Work Experience

Smith's Welding

School Work Experience 2014 / 15 year

- Volunteered as a welder's helper with experience on MIG, TIG and Wire Line welding
- Have maintained a 90% or higher mark and have achieved perfect attendance in both semesters
- Received a reference letter and gift certificate from employer at the end of my session

Town of Somewhere

Labourer and Renovation Helper
Summer 2014]

- Mow and care for parks and cemetery
- Maintain and use mowers, trimmers and tree limber
- Demolition at the pool facility

Khan Tree Trimming and Fire Wood

Summer Position - Part Time

- Weed and care for canola fields

Skills & Characteristics

Physically Strong and Have a Good Work Ethic

- Able to lift heavy material
- Both Town and Khan have offered me return employment

Reliable and Punctual

- Always on time for school and work
- Attend school on a regular basis and perform well

Availability

Monday to Thursday 2:30 PM to closing
Friday 1:00 PM to closing

Summer Reader

1111 22 Street, Taber, Alberta, T1G 1N2, Phone: 403-223-1111, Email: summer@gmail.com

Objective

I am a grade ten student that enjoys working with children and youth and would like to apply my abilities to the Summer Reading Program.

Highlights

- Regularly babysit for three families in the past
- Very strong reader in my youth and continue to read frequently
- Participate in youth group service activities
- Member of several sporting teams

Skills and Abilities

Works Well With Youth, Adults and Peers

On a regular basis I get to work with children and adults especially in the youth programs in my church and on the sporting teams at school and in the community.

Creative

I am an avid reader of Science Fiction, Fantasy, Adventure and other novels. I did well in past art class and enjoy drawing and drama. I have participated in major drama productions like Oliver Twist and my siblings and I have great fun creating games and drama related activities.

Energy and Enthusiasm to Work With Children

I am frequently invited to babysit for people because the children have fun and they are well cared for. Several mothers have commented that it is rare to find a male babysitter who is so good with kids.

Great Team Work Ability

Awarded three Rebel awards for Coaches' Choice and last year the Heart and Hustle award for the grade 9, WR Myers Basketball team. I am a regular contributor to my teams and I give 100% effort.

Relevant Work and Volunteer Experience

Babysitter, Buttercup Smith, Carla Todd and Beatrice Potter Continuing

- Cared for up to five children at a time aged from 6 months to 8 years

Yard Maintenance, Pete Bellows Summer 2014

- Mowing and trimming a large front and back yard

High River Cleanup, Volunteer

- Summer 2013
- Cleaned up damaged buildings and yards

Town of Taber Halloween Party, Volunteer

- October 2012
- Helped set up, ran the bean bag toss and cleaned up the gymnasium

References

Buttercup Smith, Babysitting Client Phone: 403-416-1119
Math Whiz, Teacher, WR Myers Phone: 403-382-8131
Reading Pro, Barnwell Library Worker Phone: 403-929-3530

Bob Bob

Heavy Equipment Technician's Helper

Personal Profile

High school student with mechanical ability is looking for a chance to work as a mechanic's helper. I am always on time for the school bus and miss very few school days each year.

Mechanical Skills

- Rebuilt a Chevrolet small block 305 engine and put it in a 1987 Chevrolet Wrangler
- Oil changes on tractors, Chevrolet trucks, and small engines such as lawnmowers and other equipment including motorcycles
- Rebuilt a miniature motorcycle (used for racing)
- Install and replace tires
- Assisted in removing and replacing a 1998 Ford Explorer transmission with help from my father and cousin

Volunteer and Work Experience

MD of Wilson, Maintenance Shop Nov 2012 to Present

- Assist mechanics with Heavy Duty mechanic repairs
- Help repair and do maintenance on automotive repairs
- Complete oil changes on heavy equipment and automotive equipment
- Work as a volunteer work experience student

Warbler Food Store June 2013 to Present

- Stock shelves
- Assist with unloading the supply truck
- Clean the entire store

Schnoock's Farms Ltd. Summer of 2012

- Help plant the family vegetable garden
- Weed, water and harvest plants
- Fix and repair rotor tiller

Volunteer Helper Summer of 2012

- Repair a neighbors riding lawnmower

4H Volunteer Projects Continuing

- Warner Library clean up
- Highway cleanup for the last four years

Education

Currently in grade 11 at Warner School

Phone: 403-360-1111

Email: bbbbbb@v

PO Box 00 New Town, Alberta, T0K 1P0