

RESUME DOS AND DON'TS

- Keep resume brief, clear and concise as employers take only a few minutes to review the resume
- Begin with thorough self-assessment before starting to develop a resume
- Be specific in the objective statement based on the needs of the employer
- Include a header on each page indicating your name and address-should be easy for the employer to catch
- List work and education history in chronological order, starting with the most recent and most important
- Proofread for spelling and grammar errors; get someone else to read it for you.
- Limit your resume to maximum two pages, without sacrificing any relevant experience and information
- Use strong action verbs and eliminate the use of pronouns like, "I, me, my, etc."
- Use bullet form to outline your responsibilities and experiences
- Use one font size, between 10 and 12
- Keep the page balanced with equal amount of space on each side
- Tailor the resume to suit the position that you are applying for, and include a section for relevant skills
- Be honest. Emphasize your strengths, capabilities, and essential qualifications
- Do not state your reasons for leaving other job-this looks very unprofessional
- No personal information such as age, weight, social insurance number should be included on resumes
- Include references or state 'References available upon request'
- Make sure your references are aware that you are using them, so that they can be prepared to talk about you
- Find references as past employers, teachers or professors as opposed to neighbours and friends
- Be specific and exact for putting dates in your resume than simply saying number of years
- List necessary information only
- Always keep or save a copy of your resume for future use
- Use formal/professional language only in your resume, avoid contractions, and abbreviations
- Use sections to list different kind of job duties
- Highlight your accomplishments from previous employer or school
- Education and Training format: Name of Certificate/Diploma, Name of school, City, Province, and Year completed
- Employment Experience format: Job title, Name of the employer, year of employment
- Avoid to use history older than 15 years
- Include some words indicating your good attitude