

Résumé Tips

A resume is a tool. This tool is usually the basis on which an interview is granted;

It is important to package yourself in the most appealing way within your resume.

This does not mean that you have to be untruthful in your resume; that will always become obvious to the employer. Packaging means putting a positive spin on all the contents of your resume. For example: your position in a fast food restaurant may not have been prestigious, but you learned a lot about time management, coping under pressure during a rush hour etc. All work experiences provide us with some type of skill or accomplishment- focus on the positive when writing a resume.

Basic points to remember when writing a resume:

- Keep your resume short, but include all relevant information.
- Use an easy to read font and remember to check spelling and grammar.
- Use good quality white paper- coloured paper does not photocopy well.
- Use white space effectively- point form is more concise than a narrative.
- If you fax your resume, mail the original.
- Tailor your resume to the position.

Do not include:

- Comments about health or weight
- Marital status
- Religious affiliation
- A picture of yourself
- Social insurance number

The resume format that you choose should allow for the best presentation of your particular skill set. Format should also take into account the position to which you are applying whether it is a conservative workplace or an organization more open to creativity. The three most popular resume formats are chronological, functional and combination.

- **Chronological**

Lists your past employment experience and education in reverse chronological order, organized by job titles and highlights a steady work and education history. This is the most common format.

- **Functional**

Focuses on your major skills and achievements rather than outlining your employment history; lists skills supporting your career objective.

- **Combination**

Combines aspects of the Chronological and Functional resume. This format highlights relevant skills and accomplishments while at the same time providing employment history in a chronological format.