



---

## Writing a Resume

---

**Begin with a specific job target.**

Tailor your resume to a particular job. State your **Objective** near the top of the resume.

**Find out what the employer needs.**

Highlight important details and key words from the job posting – experience, skills, education required – so you can address these requirements in your resume.

**Start with your key strengths.**

You have 20 seconds and the top quarter of the page to grab an employer's attention. Start with your key strengths in the first section, titled **Profile**, **Highlights**, or **Summary of Qualifications**. The employer will immediately get a "snapshot" of your strengths related to the position. Start with your strongest, relevant qualification.

**List your training and education.**

Besides your MCC studies, list other education and training including names of schools and completion dates. Include certificates, for example, First Aid or Serving It Right.

**List your employment history.**

Unpaid (volunteer) work or internships count too! Edit your work history to emphasize your highest level of competence and skills. Leave out unrelated job experience.

**Include specific examples of job duties.**

Use powerful action verbs. Be precise about what, how many, and how long, e.g. **Accurately and efficiently word processed legal documents in MS Word in the busy office of four real-estate agents.**

**Arrange sections for the strongest impact.**

Arrange **Education** before **Employment History** if it is your strongest qualification, for example, as a recent grad. Move **Education** down if you have a lot of job-related experience. Start with your current or most recent information and work back.

**Choose a resume format.**

A **chronological** format highlights work experience related to the job; it often suits a person staying in the same field. It is a traditional format. A **functional** format emphasizes skills; it often suits a new graduate or a person changing careers.

**List your related skills in a functional resume.**

In a functional resume, emphasize three or four job-related skills in a section titled **Relevant Skills**. Follow this section with **Education** and **Employment Experience**. Skills gained at work, in a volunteer position, or at school are often transferable, e.g. **Customer Service Skills**. Include specific examples under each skill heading.

**Check your resume carefully** for spelling, grammar, punctuation, and typing errors and then have someone else read it over. A Learning Centre tutor would be happy to do this!