

WRITING RESUMES THAT WORK



Tips on creating resumes that
will grab an employer's attention

AN ACCOMPLISHED RESUME

AIM:

A resume is a communicative and promotional tool. It is used to inform employers of your profile as defined by your work experience and training. It must highlight your skills and your acquired knowledge.

SOME TECHNICAL POINTS:

- 2 to 3 pages, with no spelling errors;
- Write it up on computer;
- Open phrases with action verbs; maintain this style throughout your resume;
- Make direct links between your skills and training and those needed for the position sought.

TO BE AVOIDED:

- Do not include personal information such as your social insurance number, birth-date or age, birthplace, sex, health, or marital status;
- Do not include a photo of yourself; do not sign or date your resume (sign and date your cover letter);
- Do not include references in your resume. Compose a separate page to bring with you for your interview. Do not give a reference's name or coordinates without first obtaining their permission;
- Do not attach transcripts of courses and marks;
- Avoid simply enumerating past positions;
- Do not print your resume on colour paper;
- Do not use protective (plastic) envelopes. Don't make a cover page. Keep your resume brief, simple, and to the point;
- Do not mention past or desired salary;
- Do not indicate reasons why you left past positions;
- Do not lie or exaggerate. Be honest about your skills and experience;
- Do not make spelling or grammatical errors. Pay attention to these details— any errors could land your resume on the reject pile!

RESUME WORKSHEET

Name: _____
Address: _____
City: _____ Postal code: _____
Telephone number: _____ Email address: _____

CAREER GOAL, PROFILE, SUMMARY OF QUALIFICATIONS:

- _____
- _____
- _____

EDUCATION:

Diploma or program of study: _____ year: _____
Name of school and city: _____

Diploma or program of study: _____ year: _____
Name of school and city: _____

TRAINING:

Title of course: _____ year: _____
Name of school and city: _____

PAST WORK EXPERIENCE (related to position sought, both paid positions and volunteer)

Job title: _____ year: _____
Name of company and city: _____
Tasks and responsibilities (use action verbs) :

- _____
- _____
- _____

Job title: _____ year: _____
Name of company and city: _____
Tasks and responsibilities (use action verbs) :

- _____
- _____
- _____

Job title: _____ year: _____
Name of company and city: _____
Tasks and responsibilities (use action verbs) :

- _____
- _____
- _____

Volunteer work

Job title: _____ year: _____
Name of organization and city: _____
Tasks and responsibilities (use action verbs) :

- _____
- _____
- _____

A WINNING RESUME

JOHN SMITH

2540, rue Principale, Quebec City (QC) G2K F3L
(418) 555-2212 johnsmith@email.com

QUALIFICATIONS

- More than fifteen years experience operating a wide range of heavy-duty equipment;
- Class 1 license with accident-free record;
- Reliable, hard working, and able to follow instructions easily.

WORK EXPERIENCE

Loader Operator 2005-Present

ACA Equipment, Quebec City (QC)

- Maintaining conveyor belts;
- Performing mechanical repairs and welding;
- Loading trucks.

Logging Semi-Trailer Driver 1997-2005

Bill and Bob inc. Enterprises, Quebec City (QC)

- Operating heavy machinery;
- Ensuring safe operation of equipment;
- Conducting repairs.

Heavy Equipment Operator 1991-1997

Transport Guy Ritchie, Beauport (Quebec)

- Operating loader, skidder, cable shovel and tractor;
- Ensuring safety of equipment;
- Conducting maintenance and repairs.

EDUCATION

Heavy Equipment Operator Diploma 1985

Centre de formation Jocus, Charlesbourg (QC)

High School Diploma 1983

Moncton High, Moncton (NB)

CERTIFICATIONS

Tractor Operator 1981

Commission de la Construction du Québec, Quebec City (QC)

Transportation of Hazardous Materials (WHMIS) 1980

Commission de la Construction du Québec, Quebec City (QC)

Occupational Health and Safety 1979

Commission de la Construction du Québec, Quebec City (QC)

VOLUNTEER EXPERIENCE

Scout Leader 2003-Present

Scouts Canada, Quebec City (QC)

- Leading a Scout troop of 24 youth ages 11-14 and three adult volunteers;
- Helping kids develop leadership skills, self-reliance, and a sense of community;
- Organizing meetings and activities (such as annual camping trip).

REFERENCES

Available upon request