RESUMES

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What is a resume and why is it important?

A resume is a brief summary of your abilities, education, experience, and skills. Its main purpose is to convince prospective employers to contact you for an interview. Employers are increasingly looking on many different online social media sites for talent, including Facebook, MySpace, LinkedIn, and other social networking sites. Make sure when you are in the market for a new job, use your online profiles to help position yourself as an ideal job candidate.

Internet Resources

http://career-advice.monster.ca/resumes-cover-letters/resume-samples/top-resume-questions/article.aspx?HPS=4_5C3top10questionsaboutresumewriting

http://alis.alberta.ca/worksearch/resumes.html

http://www.jobsetc.gc.ca/categories.jsp?category_id=201

http://www.resume-help.org/resume_writing_tips.htm

"When you are searching for a new job, a successful resume is your first hurdle to employment. The way you present yourself and your skills via your resume can open the doors to a better variety of interviews."

- Marshall Loeb -

TOP 10 TIPS ON WRITING RESUMES

1. **Don't include personal information**
   This includes items such as social insurance number, height, weight, birthdate, marital and health status. In North America, they are not considered relevant to your ability to do the work and may, in fact, be used as a basis for discrimination.

2. **Use Bulleted Sentences**
   In the body of your resume, use bullets with short sentences rather than lengthy paragraphs. Resumes are read quickly, therefore, make key phrases stand out. Bulleting information will help the reader view your accomplishments at a glance.

3. **Use Action Words**
   Use action words (ex. Led, Developed, Managed) to describe your experience and qualifications. Using action words will help your resume stand out. Avoid using pronouns such as "I" or "My".

4. **Use Key Statistics Such as Percentages, Numbers, and Dollar Figures**
   Try and use %'s, $'s and #'s. which helps the content of your resume stand out.

5. **Highlight Your Strengths**
   Highlight your strengths, and what is most relevant to the potential employer. Put the most relevant points first where they are more likely to be read. If the job you are applying for is different from your previous jobs, focus on your key transferrable skills.

6. **Customize Your Resume for Each Job You are Applying for**
   Each position will usually have a brief description about the company and the position available. Use the key words listed in these job advertisement, and match them to the bullet points in your resume. Using a custom resume instead of a generic one will greatly increase your chances of getting an interview.

7. **Avoid Time Gaps**
   Make sure if you have time gaps in employment, you address them in your resume. Time gaps are often flagged as a concern. Job candidates are better off explaining employment gaps: ie. taking on independent consulting positions, taking time off to have a child, or taking a "family sabbatical" alongside the relevant dates. If you went back to school, list the information in the education section.

8. **"White Space" is Important**
   White space is the amount of unused space on your paper. A resume without white space suggests clutter and chaos. White space is reader friendly, easy on the eyes and encourages the reader to maintain focus.

9. **Format Your Resume**
   The font size should be no smaller than 10 point. Use Times New Roman or Arial. Make sure your margins are at least one inch. Use good quality white paper. The length of your resume should be 1-2 pages, but remember, keep it concise.

10. **Proofread Your Resume**
    Spell-checkers should be used but proof-reading is still required to ensure accuracy. It's always important to read and re-read your resume over and over to ensure there is no spelling, grammar, or typing errors. Many employers will not even look at a resume when they notice spelling errors on a resume.