

RESUME TOOL KIT



Top Resume Writing Tips

- **Use the job description or job posting** as a reference to emphasize the most important experiences, skills and characteristics required for the position
- **Identify keywords from the job description** to create a positive impact and highlight your relevant traits
- **Be concise** and make every word count
- **Provide hard evidence** (examples) of achievements so that employer can picture you doing the work
- **Choose action words** (verbs) to pinpoint your accomplishments. Don't just list your responsibilities: say you did and how you did it.
- **Beware of Applicant Tracking Systems:**
 - Look at resume templates for ideas but NEVER use a template
- **ATS cannot read:**
 - header, footer, symbols, emoticons, text boxes, tables, charts, resume templates ("fancy formatting")
- Create your own **SIMPLE Word Document** to make sure your resume passes Applicant Tracking Systems
- **Proofread** your resume: first impressions are lasting impressions. Have others proofread your resume for spelling and grammar and provide feedback
- Talk to a career advisor at **FDU Career Services** to make sure you are on the right track



the
what



Formatting Your Resume

Resumes are reviewed differently by different employers, though there are some general considerations when thinking about your resume:

- There is no perfect resume or "right" way of writing a resume
- Employers might spend around 6-10 seconds in the first round of resume reviews
- Format your resume consistently in a simple way so it is easy to skim or scan
- Font size no smaller than 11. Margins no smaller than 0.5"
- Up to 2 pages in length
 - Some fields (Investment Banking, for example) and organizations (Google) prefer 1-page resumes but the majority will accept 1 or 2-page resumes
 - If you are looking for entry-level positions, 1 page would be a better choice
- Avoid creative flair unless it's a relevant skill for the job (e.g. graphic design)
- Be consistent with your formatting
- Don't use **color**, underline, **bold** and *italic* all at once. Choose no more than 2 for the whole document
- **Minimize space** needed by using relevant and precise wording; ensure you have white space
- Save your resume in a professional format:
 - Sohyun Kim, Resume
 - Pedro Silva, System Analyst
 - JaneSmith Resume-Engineering Consultant Position #2022-45

Administrative Assistant: #123ABC

PROFILE

Meticulous and efficient office administrator with a focus on healthcare, offering 2 years of experience and a robust foundation in medical terminology. Possessing advanced skills in Microsoft Office and eager to apply these skills as Administrative Assistance at ABC Company to enhance operational efficiency.

HIGHLIGHTS OF QUALIFICATIONS

- **Experience:** 2 years in office administration, with a strong focus on healthcare
- **Technical Proficiency:** Advanced skills in database management systems (SQL, Athenahealth EMR), and a word processing speed exceeding 50 wpm
- **Expertise:** Solid foundation in medical terminology, ensuring precision in healthcare-related tasks
- **Industry Communication:** Well-versed in professional communications within the medical health industry; bilingual with English and French
- **Database Management:** Proficient in maintaining and updating electronic patient records
- **Time Management:** Demonstrated ability to optimize scheduling, enhancing operational efficiency

EDUCATION

Masters of Administrative Sciences **2021**
Fairleigh Dickinson University, Vancouver, BC
Global Health and Human Services Systems

Bachelors of Science, Health Information Systems **2018**
ABC University, Vancouver, BC

WORK EXPERIENCE

Residential Health Care Worker **2020 – Present**
Bayshore Home Health, Burnaby, BC

- Maintaining electronic confidential patient records using SQL, showcasing data integrity and privacy
- Managing weekly appointments resulting in a 20% improvement in scheduling efficiency
- Collaborating seamlessly with nurses to update and maintain accurate patient treatment records in the internal database, enhancing overall care coordination and quality of service

Administrative Assistant **2018 – 2019**
Apex Medical Clinic, Vancouver, BC

- Scheduled daily appointments for registered and new patients ensuring optimal patient flow
- Ensured data accuracy and privacy by actively managing electronic patient records through the Athenahealth EMR system integrated into the company's internal database
- Communicated and negotiated tactfully with insurance companies to process patient claims

Manager Administration and Communication **2016 – 2018**
Strategic Printing Solution Ltd., Kyoto, Japan

- Processed over 200 import and export sales transactions and reconciliations
- Handled country wide distribution system and logistics, reducing delivery times by 15%
- Initiated cross-departmental communication, resulting in increased efficiency of operations

VOLUNTEER EXPERIENCE

- Canadian Blood Services – Participated in mobile blood donation events **2022**

Sunita Sharma

Vancouver, BC V6P 3W8 | Phone: 778-111-1111 | Email: sunita.sharma@gmail.com | www.linkedin.com/sunitasharma

Resume Section: **Header**

Mandatory:

- Contact Information: city and province
- Phone number
- Professional email address

Optional:

- LinkedIn (create a customized URL)
- Personal Websites



Avoid

Social Insurance Number

Age

Date of birth

Marital status

Religion

Profile photos

robust

skills in a

and a word

ustry;

- **Database Management:** Proficient in maintaining and updating electronic patient records
- **Time Management:** Demonstrated ability to optimize scheduling, enhancing operational efficiency

EDUCATION

Masters of Administrative Sciences

Fairleigh Dickinson University, Vancouver, BC
Global Health and Human Services Systems

2021

Bachelors of Science, Health Information Systems

ABC University, Vancouver, BC

2018

WORK EXPERIENCE

Residential Health Care Worker

Bayshore Home Health, Burnaby, BC

2020 – Present

- Maintaining electronic confidential patient records using SQL, showcasing data integrity and privacy
- Managing weekly appointments resulting in a 20% improvement in scheduling efficiency
- Collaborating seamlessly with nurses to update and maintain accurate patient treatment records in the internal database, enhancing overall care coordination and quality of service

Administrative Assistant

Apex Medical Clinic, Vancouver, BC

2018 – 2019

- Scheduled daily appointments for registered and new patients ensuring optimal patient flow
- Ensured data accuracy and privacy by actively managing electronic patient records through the Athenahealth EMR system integrated into the company's internal database
- Communicated and negotiated tactfully with insurance companies to process patient claims

Manager Administration and Communication

Strategic Printing Solution Ltd., Kyoto, Japan

2016 – 2018

- Processed over 200 import and export sales transactions and reconciliations
- Handled country wide distribution system and logistics, reducing delivery times by 15%
- Initiated cross-departmental communication, resulting in increased efficiency of operations

VOLUNTEER EXPERIENCE

- Canadian Blood Services – Participated in mobile blood donation events

2022

Sunita Sharma

Vancouver, BC V6P 3W8 | Phone: 778-111-1111 | Email: sunita.sharma@gmail.com | www.linkedin.com/sunitasharma

Administrative Assistant: #123ABC 

Resume Section: **Job Title & Requisition #**

HIGHLIGHTS OF

- Experience
- Technical
- Expertise
- Industry
- Database
- Time Ma

Tip: always include the job title you apply for right underneath your name and contact information

- ➔ This makes your resume even more easy to read
- ➔ If there are various open positions, the hiring managers know right away, which position you are applying for

Job requisition number = job posting number

- Always include it, if you can find it in the job posting
- More commonly found in posts on company websites
- Usually at the bottom of the posting
- Facilitates hiring managers to read and manage your application

EDUCATION

Masters of Ac
Fairleigh Dick
Global Health
Bachelors of :
ABC Universit

WORK EXPERIENCE

Residential H
Bayshore Hor
➤ Maintain
➤ Managing
➤ Collabora
database

Administrativ

Apex Medical
➤ Schedule
➤ Ensured o
EMR syst
➤ Manag

Strategic Printing Solution Ltd., Kyoto, Japan

- Processed over 200 import and export sales transactions and reconciliations
- Handled country wide distribution system and logistics, reducing delivery times by 15%
- Initiated cross-departmental communication, resulting in increased efficiency of operations

VOLUNTEER EXPERIENCE

➤ Canadian Blood Services – Participated in mobile blood donation events

Learning And Development Specialist

Provincial Health Services Authority · Burnaby, BC · 6 days ago · 64 applicants

CA\$39/hr - CA\$48/hr · Hybrid · Full-time · Associate

10,001+ employees · Hospitals and Health Care

1 company alum works here · 229 school alumni work here

See how you compare to 64 applicants. [Reactivate Premium](#)

Skills: Kommunikation, Erwachsenenbildung, +8 more

Apply

Save

About the job

The Learning and Development Specialist will support a number of major Digital Health

Location: Hybrid / Burnaby, BC

Hours of Work: Monday – Friday (37.5 hours per week)

Requisition # TOD12282023



health EMR), and a word

related tasks

medical health industry;

ords

nal efficiency

2021

2018

2020 – Present

aising data integrity and privacy

scheduling efficiency

te patient treatment records in the internal

2018 – 2019

ing optimal patient flow

atient records through the Athenahealth

panies to process patient claims

2016 – 2018

Sunita Sharma

Vancouver, BC V6P 3W8 | Phone: 778-111-1111 | Email: sunita.sharma@gmail.com | www.linkedin.com/sunitasharma

Administrative Assistant: #123ABC

PROFILE

Meticulous and efficient office administrator with a focus on healthcare, offering 2 years of experience and a robust foundation in medical terminology. Possessing advanced skills in Microsoft Office and eager to apply these skills as Administrative Assistance at ABC Company to enhance operational efficiency.

Resume Section: Profile / Summary

- Expertise
- Industry C
- bilingual v
- Database
- Time Mar

- Introduction of your strongest skills, experiences, and objective at the beginning of a resume
- 3-4 sentences
- Emphasize skills & experiences **relevant** to the position you apply for

ated tasks
cal health industry;
rds
al efficiency

EDUCATION

Masters of Ad
Fairleigh Dick
Global Health

Bachelors of S
ABC University

Brainstorm:

- What does the employer need?
- What very related strengths do you have?
- What can you offer the employer?
- What key words are mentioned (various times) in the job posting that you could include here?

2021

2018

WORK EXPERIENCE

Residential He

Bay

>

>

>

>

Adr

Ape

>

>

>

Man

Stra

>

>

>

>

Additional Example: Environmental Engineer

Enthusiastic 2024 Environmental Engineering graduate with expertise in environmental audits and investigations. Specialized in enhancing water supply systems, soil testing, and traffic system management. Eager to bring an organized approach to elevate quality assessment strategies at [Company Name].

Additional Example: MSACS Graduate

Recent Master of Science in Applied Computer Science graduate passionate about leveraging IT solutions for enhanced system functionality. Experienced in system analysis, data management, and software development. Ready to contribute technical skills to propel innovation at [Company Name].

VOLUNTEER EXPERIENCE

- > Canadian Blood Services – Participated in mobile blood donation events

2022

Sunita Sharma

Vancouver, BC V6P 3W8 | Phone: 778-111-1111 | Email: sunita.sharma@gmail.com | www.linkedin.com/sunitasharma

Administrative Assistant: #123ABC

PROFILE

Meticulous and efficient office administrator with a focus on healthcare, offering 2 years of experience and a robust foundation in medical terminology. Possessing advanced skills in Microsoft Office and eager to apply these skills as Administrative Assistance at ABC Company to enhance operational efficiency.

HIGHLIGHTS OF QUALIFICATIONS

- **Experience:** 2 years in office administration, with a strong focus on healthcare
- **Technical Proficiency:** Advanced skills in database management systems (SQL, Athenahealth EMR), and a word processing speed exceeding 50 wpm
- **Expertise:** Solid foundation in medical terminology, ensuring precision in healthcare-related tasks
- **Industry Communication:** Well-versed in professional communications within the medical health industry; bilingual with English and French
- **Database Management:** Proficient in maintaining and updating electronic patient records
- **Time Management:** Demonstrated ability to optimize scheduling, enhancing operational efficiency

Resume Section: **Highlights of Qualifications**

- Related experiences, (hard & soft) skills, achievements
- Ideally 4-6 statements, NO more than 6
- Bullet points on your **relevant** expertise, past experiences, strengths
- WHAT skill you obtained, HOW you obtained this skill, and what was the OUTCOME of this skill:
 - e.g. Acquired leadership skills through various volunteering positions
- Use **key words** from the job description
- **Bold terms** in the beginning of the bullet point are optional, depends on your formatting preferences

Additional Examples:

- 2+ years of hands-on experience in customer service roles
- Strong knowledge in trade and margin analysis, cash market and derivatives products, global exchanges
- Skilled in handling administrative duties, including **scheduling** and **communicating** with different departments
- CFA level 1 candidate, planning to pass the exam in December 2017
- Skilled in handling administrative duties, including scheduling, basic accounting, and data entry (50 wpm)
- Excellent telephone and tactful communication skills
- Self-motivated, takes initiative and adapts quickly to new concepts and responsibilities
- Demonstrated ability to work with minimal supervision in a team

Sunita Sharma

Vancouver, BC V6P 3W8 | Phone: 778-111-1111 | Email: sunita.sharma@gmail.com | www.linkedin.com/sunitasharma

Administrative Assistant: #123ABC

PROFILE

Meticulous and efficient office administrator with a focus on healthcare, offering 2 years of experience and a robust foundation in medical terminology. Possessing advanced skills in Microsoft Office and eager to apply these skills as Administrative Assistance at ABC Company to enhance operational efficiency.

HIGHLIGHTS OF QUALIFICATIONS

- **Experience:** 2 years in office administration, with a strong focus on healthcare
- **Technical Proficiency:** Advanced skills in database management systems (SQL, Athenahealth EMR), and a word processing speed exceeding 50 wpm
- **Expertise:** Solid foundation in medical terminology, ensuring precision in healthcare-related tasks
- **Industry Communication:** Well-versed in professional communications within the medical health industry; bilingual with English and French
- **Database Management:** Proficient in maintaining and updating electronic patient records
- **Time Management:** Demonstrated ability to optimize scheduling, enhancing operational efficiency

EDUCATION

Masters of Administrative Sciences

Fairleigh Dickinson University, Vancouver, BC
Global Health and Human Services Systems

2021

Bachelors of Science, Health Information Systems

ABC University, Vancouver, BC

2018

Resume Section: Education

- List formal schooling, training programs, certificate programs or online learning from the past 5 years
- List related coursework to present you have specific knowledge on the designated industry
- The information needs to **make sense** to your audience

Make sure to include these details:

Bachelor of Business Administration

Expected Dec 2025

Fairleigh Dickinson University, Vancouver, BC

If you are still studying or a recent grad, you can include:

- Related coursework: 1-3 relevant courses
- School life highlights – awards, scholarship, high GPA (<3.5/4)
- Always write the full name of the institution (NO abbreviations)
- For Canada: City, Province
- All other countries: City, Country

Additional Examples:

- Awarded the Dean's Honor List with Distinction for overall average in top 3% of MAS Program (2024)
- Relevant courses: International Trade, Introduction to E-Business, Risk Management & Insurance

Resume Section: **Work Experience**

Position 1

May 2019 – Aug 2021

Company Name, City, Province/Country

- What did you do at this position?
- What were the QUANTIFIED results you had achieved during the tenure? (Use numbers and percentage to describe)

Position 1

May 2019 – Aug 2021

Company Name, City, Province/Country

- What did you do at this position?
- What were the QUANTIFIED results you had achieved during the tenure? (Use numbers and percentage to describe)

General tips:

- Reverse chronological order (start with your most recent work experience and go back in time)
 - If you have extensive experience, focus on the last 10 years
- Use the same format for the whole work experience section
- Try to keep achievement statements down to 3-5 max per job, focus on job duties that are relevant to what you are applying for
- If you decide not to provide your complete work experience history, call this section "**Relevant Work Experience**"



WORK EXPERIENCE

Residential Health Care Worker

Bayshore Home Health, Burnaby, BC

2020 – Present

- Maintaining electronic confidential patient records using SQL, showcasing data integrity and privacy
- Managing weekly appointments resulting in a 20% improvement in scheduling efficiency
- Collaborating seamlessly with nurses to update and maintain accurate patient treatment records in the internal database, enhancing overall care coordination and quality of service

Administrative Assistant

Apex Medical Clinic, Vancouver, BC

2018 – 2019

- Scheduled daily appointments for registered and new patients ensuring optimal patient flow
- Ensured data accuracy and privacy by actively managing electronic patient records through the Athenahealth EMR system integrated into the company's internal database
- Communicated and negotiated tactfully with insurance companies to process patient claims

Manager Administration and Communication

Strategic Printing Solution Ltd., Kyoto, Japan

2016 – 2018

- Processed over 200 import and export sales transactions and reconciliations
- Handled country wide distribution system and logistics, reducing delivery times by 15%
- Initiated cross-departmental communication, resulting in increased efficiency of operations

VOLUNTEER EXPERIENCE

- Canadian Blood Services – Participated in mobile blood donation events

2022

Resume Section: **Work Experience TIPS**

● How to write achievement statements?

- Follow this format:
Action Word + Task (what/who/where + how) + Positive Result
- Start each statement with an action verb (your skill) to describe work experience
- Keep your tenses consistent:
 - Your **current job** → **Present Progressive**: **Managing**, **Handling**, **Assisting**...
 - Any **past job** → **Simple Past**: **Collected**, **Researched**, **Presented**...
- **Don't** use "I", "me", "our" etc.

Prepare your Achievement Statements with P-A-R

1. What was the **Problem**?

The turnover rate at my department was high. Half of the employees were new hires and they were not able to receive the training on time.

2. What **Action** did you take (How did you solve the problem)?

➤ **Promoted** team building activities, cross functional training and employee involvement

3. What happened as a **Result**?

The turnover rate was lowered from 23% to 10% and the productivity was increased by 15%.

Final Statement:

■ **Promoted** team building activities and cross functional training to a department with a high turnover rate, which decreased the rate from 23% to 10% within half a year

■ Examples of Achievement Statements:

■ **Current job:**

- **Processing** more than 25 orders a day, resulting in a daily increase of reported sales of \$25,000 CAD
- **Displaying** excellent goal-oriented attitude by successfully converting 25 leads to clients in 3 months
- **Implementing** data-driven marketing strategies, leading to a 15% boost in customer engagement within a six-month period
- **Streamlining** internal processes, reducing project completion time by 30% and achieving significant cost savings

■ **Past job:**

- **Streamlined** internal processes, reducing project completion time by 30% and achieving significant cost savings
- **Introduced** innovative product features, contributing to a 25% growth in user adoption and customer satisfaction.
- **Enhanced** customer feedback collection processes, leading to a 25% improvement in service quality
- **Hired and trained** staff that reduced department turnover by 15% over the last 12 months

Action Verbs by Skills / Industries

General Achievements

Accelerated	Discovered	Expedited	Mastered	Reduced
Achieved	Doubled	Founded	Originated	Spearheaded
Attained	Earned	Improved	Overcame	Strengthened
Completed	Eliminated	Increased	Overhauled	Transformed
Convinced	Expanded	Launched	Pioneered	Upgraded
				Won

Management Skills

Administered	Coordinated	Handled	Organized	Revitalized
Analyzed	Decided	Implemented	Oversaw	Scheduled
Assigned	Delegated	Improved	Planned	Spearheaded
Attained	Developed	Increased	Prioritized	Strengthened
Chaired	Directed	Inspired	Produced	Supervised
Conceived	Encouraged	Led	Recommended	Transformed
Consolidated	Evaluated	Managed	Reorganized	
Contracted	Executed	Motivated	Reviewed	

Communication Skills

Addressed	Defined	Interpreted	Promoted	Summarized
Arbitrated	Developed	Lectured	Proposed	Translated
Arranged	Directed	Mediated	Publicized	Wrote
Authored	Drafted	Moderated	Published	
Co-Authored	Edited	Motivated	Reconciled	
Collaborated	Enlisted	Negotiated	Recruited	
Corresponded	Formulated	Persuaded	Resolved	
Counseled	Influenced	Presented	Spoke	

Technical Skills

Clarified	Diagnosed	Inspected	Published	Summarized
Collected	Evaluated	Interpreted	Reported	Surveyed
Compiled	Examined	Interviewed	Researched	Systematized
Critiqued	Extracted	Investigated	Reviewed	
Detected	Identified	Organized	Studied	

Research Skills

Analyzed	Designed	Maintained	Remodeled	Upgraded
Assembled	Devised	Operated	Repaired	
Built	Engineered	Overhauled	Solved	
Calculated	Fabricated	Pinpointed	Trained	
Computed	Installed	Programmed	Troubleshoot	

Creative Skills

Acted	Developed	Innovated	Pioneered	Streamlined
Composed	Directed	Instituted	Planned	Structured
Conceived	Discovered	Integrated	Produced	
Conceptualized	Established	Introduced	Revised	
Created	Fashioned	Invented	Revitalized	
Customized	Founded	Originated	Set Up	
Designed	Illustrated	Performed	Shaped	

Action Verbs by Skills / Industries Continued

Teaching Skills

Adapted	Coordinated	Explained	Lectured	Team-Taught
Advised	Defined	Facilitated	Persuaded	Trained
Clarified	Developed	Guided	Presented	Tutored
Coached	Enabled	Informed	Set Goals	Updated
Communicated	Encouraged	Initiated	Stimulated	
Conducted	Evaluated	Instructed	Taught	
Clerical Skills				
Approved	Compiled	Implemented	Prepared	Specified
Arranged	Dispatched	Inspected	Processed	Systematized
Assembled	Edited	Listed	Purchased	Tabulated
Catalogued	Executed	Monitored	Recorded	Validated
Classified	Filed	Operated	Retrieved	
Collected	Generated	Organized	Screened	
Financial Skills				
Adjusted	Audited	Computed	Managed	Reduced
Administered	Balanced	Developed	Marketed	Researched
Allocated	Budgeted	Estimated	Planned	Sold
Analyzed	Calculated	Forecasted	Projected	
Appraised	Compared	Increased	Reconciled	
Helping Skills				
Aided	Demonstrated	Gave	Referred	Supported
Assessed	Diagnosed	Guided	Rehabilitated	Taught
Assisted	Educated	Helped	Reinforced	Trained
Clarified	Encouraged	Inspired	Represented	Verified
Coached	Expedited	Motivated	Resolved	
Consulted	Facilitated	Participated	Served	
Counseled	Familiarized	Provided	Strengthened	
Sales Skills				
Built	Distributed	Increased	Ordered	Supervised
Collected	Doubled	Installed	Performed	Tripled
Conducted	Expanded	Launched	Sold	
Convinced	Expedited	Managed	Streamlined	
Delivered	Improved	Negotiated		
Medical Skills				
Aided	Diagnosed	Identified	Served	
Assisted	Evaluated	Increased	Strengthened	
Consulted	Examined	Performed	Studied	
Decreased	Handled	Rehabilitated	Trained	
Detected	Helped	Researched	Treated	



Sunita Sharma

Vancouver, BC V6P 3W8 | Phone: 778-111-1111 | Email: sunita.sharma@gmail.com | www.linkedin.com/sunitasharma

Administrative Assistant: #123ABC

PROFILE

Meticulous and efficient office administrator with a focus on healthcare, offering 2 years of experience and a robust foundation in medical terminology. Possessing advanced skills in Microsoft Office and eager to apply these skills as Administrative Assistance at ABC Company to enhance operational efficiency.

HIGHLIGHTS OF QUALIFICATIONS

- **Experience:** 2 years in office administration, with a strong focus on healthcare
- **Technical Proficiency:** Advanced skills in database management systems (SQL, Athenahealth EMR), and a word processing speed exceeding 50 wpm
- **Expertise:** Solid foundation in medical terminology, ensuring precision in healthcare-related tasks
- **Industry Communication:** Well-versed in professional communications within the medical health industry; bilingual with English and French
- **Database Management:** Proficient in maintaining and updating electronic patient records
- **Time Management:** Demonstrated ability to optimize scheduling, enhancing operational efficiency

EDUCATION

Masters of Administrative Sciences 2021
Fairleigh Dickinson University, Vancouver, BC
Global Health and Human Services Systems

Bachelors of Science, Health Information Systems 2018
ABC University, Vancouver, BC

WORK EXPERIENCE

Residential Health Care Worker
Bayshore Home Health, Burnaby, BC 2020 – Present

- Maintaining electronic confidential patient records using SQL, showcasing data integrity and privacy

Resume Section: **Volunteer Experience**

Including volunteering on your Canadian resume is valuable as it:

- showcases transferable skills, community engagement, and a well-rounded profile
- fills employment gaps positively, enhances networking opportunities
- aligns with Canadian cultural values of community involvement and giving back
- allows you to include Canadian experience in your resume, even if you have no work experience in Canada, yet

In case you have more space on your resume, you can format this section in the same way as your work experience section.

Additional Examples:

- Awarded the Dean's Honor List with Distinction for overall average in top 3% of MAS Program (2024)
- Relevant courses: International Trade, Introduction to E-Business, Risk Management & Insurance

VOLUNTEER EXPERIENCE

- Canadian Blood Services – Participated in mobile blood donation events 2022

Additional Resume Writing Tips

Language

- Use online job boards as your language database
- Include relevant words from the job posting, especially those that you find more than once in the job posting
- Don't paraphrase, use the exact key word from the job description and then customize the statements with YOUR experiences, skills, positive/quantitative results

Optional Sections

PROJECT EXPERIENCE

Project Topic

City, Country

What are the quantified results you achieved?

Aug 2022 - Sep 2022

- What was the project about?
- What you did in the project? What was your role?
- What tools/platforms/languages you used for the project?

LEADERSHIP & COMMUNITY INVOLVEMENT

Volunteer Title

City, Country

Organization Name

May 2017 – Aug 2017

- What did you do at this position?
- What were the QUANTIFIED results you had achieved during the tenure? (Use numbers and percentage to describe)
- What did you learn from this experience?
e.g. Developed my leadership skills by coordinating the volunteers' meetings and organizing 3 major fundraising events.

Include **additional sections** such as publications, presentations, research, professional affiliations, certifications, and additional initiatives if they are relevant.

References

DON'T include unless specifically mentioned in the job posting

Things you never add on your resume:

- Your marital status
- Sexual orientation
- Religious or political affiliations
- Social insurance number
- Your age
- Your Picture
- Hobbies or Interests

Resume vs Curriculum Vitae (CV)

Resume	CV = Curriculum Vitae
<ul style="list-style-type: none">➤ brief document➤ can target work in any sector➤ may include a “Summary of Strengths” section➤ focusses on relevant information for a specific job posting	<ul style="list-style-type: none">➤ longer➤ generally aims at work in academic or research sectors.➤ often includes extensive information on research publications, conference presentations and fellowships➤ includes the full extent of your academic credentials and professional experience

Submitting your Resume

Ensure that you completely understand the employer’s expectations about how application documents, such as your resume, should be submitted. If you need clarification, reach out to the contact e-mail or phone number often provided in the job description. Here are some considerations to keep in mind when submitting your resume:

- If there is the option to upload your resume or fill in text boxes for an online application – do both!
- The title of your resume should include your name, the position, and type of document
 - e.g. JaneSmith Resume-Engineering Consultant Position #2022-45
- Send resume and cover letters as a PDF or Word document
 - Unless otherwise specified, have cover letter on the last page, in the same file as your resume
- Pay attention to employer preferences about receiving your resume as an attachment or in the text of an e-mail
- When prospecting in person, consider offering electronic and hard copies of your resume

Vancouver Campus
Career Development