**10 Tips for Writing Your Resume**

1. **Tailor Your Resume to the Job**  
   Match your skills, experience, and objective to the job description. Use keywords from the job posting to show you’re a good fit.
2. **Keep It Short and Clear**  
   Aim for one page, or two if you have a lot of relevant experience. Use simple words and short sentences to make it easy to read.
3. **Use Action Verbs**  
   Start bullet points with strong verbs like “led,” “created,” “improved,” “coordinated”, or “organized” to show what you did and the impact it made.
4. **Add Numbers When Possible**  
   Quantify your achievements, like “Served *X* customers daily” or “Increased sales by *X*%,” to make your work stand out.
5. **Focus on Relevant Details**  
   Only include experience, skills, or achievements that relate to the job. Skip unrelated or outdated information.
6. **Make It Look Professional**  
   Use a clean format with consistent fonts (e.g., Arial or Times New Roman, size 10–12). Avoid colors, images, or fancy designs unless applying for a creative role.
7. **Check for Errors**  
   Proofread for spelling, grammar, or formatting mistakes. Ask a friend or teacher to review it to catch any errors you missed.
8. **Be Honest**  
   Only list skills, experiences, or certifications you can prove. Exaggerating can hurt your chances if the employer checks.
9. **Highlight Transferable Skills**  
   If you lack direct experience, include skills from volunteer work, school projects, or other activities that apply to the job.
10. **Update Contact Info**  
    Ensure your phone number, email, and LinkedIn (if included) are correct and professional. Check that your voicemail and email are active and appropriate.

**YOUR NAME**

City, Province • Your Phone Number • Your Email Address

[Optional: LinkedIn or Professional Website – not personal social media accounts]

**Career Objective**

A brief statement about the job you want and what you can contribute. Keep it concise (1–2 sentences).

**HOW TO FILL:** *Think of this as your “elevator pitch.” Name the job or industry you’re aiming for and point out one or two strengths that match it. Employers want to see confidence, so avoid “I’m looking for any job” and instead say something that connects to their work. Use words from their job posting so they feel you’re speaking directly to them. For example, “Seeking a retail sales position to use my customer service skills and teamwork to boost store performance.” – focus on what you can do for the employer.*

**Education**

School Name, City, Province

Degree, Diploma, or Certificate, Graduation Year (or Expected Graduation Year)

*Optional: Relevant coursework, awards, or achievements*

**HOW TO FILL:** *List your most recent school first, then go backward. Include the school’s name, city, province, and the degree or certificate you earned (e.g., “High School Diploma” or “Certificate in Graphic Design”). If you’re still in school, write “Expected Graduation [Year].” You can add relevant courses (e.g., “Web Design 101”) or awards (e.g., “Honor Roll, 2024”) if they relate to the job. Skip high school if you have post-secondary education, unless the job asks for it.*

**Work Experience**

Job Title, Company Name, City, Province

Start Month & Year – End Month & Year (or “Present” if current)

* Describe what you did, how you did it, and the result
* Use numbers when you can (e.g., “Served 20 customers daily” or “reduced wait times by 10%”)
* Describe key responsibilities or accomplishments. Use action words like “supported,” “organized,” “coordinated,” “delivered,” etc.
* Describe another task or skill you used

**HOW TO FILL:** *Start with your most recent job and list others in reverse order. Include your job title, company name, city, province, and the months and years you worked. Write 2–4 bullet points for each job, starting with action words like “Managed” or “Designed.” Describe tasks and results that match the job you’re applying for, using numbers if you can (e.g., “Trained 5 new staff, improving team efficiency”). If you haven’t had a paid job, include volunteer work, school projects, or community roles that show your skills. Be clear and specific, not vague.*

**Skills**

* Skill 1 (e.g., “Customer service”)
* Skill 2 (e.g., “Cash handling”)
* Skill 3 (e.g., “Microsoft Office”)

**HOW TO FILL:** List 4–6 skills that fit the job you want, using words from the job posting. Include hard skills (e.g., “Google Sheets” or “Welding”) and soft skills (e.g., “Teamwork” or “Problem-solving”). Be specific (e.g., “Adobe Illustrator” instead of “Design”). Group related skills if needed (e.g., “Proficient in Microsoft Office: Word, Excel”). Make sure you can back up every skill with experience or examples.

**Optional Sections -** (Use these if they add value to your application)

**Volunteer Experience**

Role, Organization Name, City, Province

Month Year – Month Year

* Describe your contributions or skills learned
* Mention leadership, teamwork, or community impact

**HOW TO FILL:** *If you have limited work experience, include volunteer work, helping at events, or unpaid roles in your community.* *Use action words and focus on skills that apply to the job. Skip minor tasks unless they show important skills.*

**Certifications & Training**

* WHMIS – Year
* First Aid & CPR – Year
* Food Handler – Year

**HOW TO FILL:** *List certifications or training that are current and relevant to the job.*

**Awards & Achievements**

Award Name – Year – Reason for award (optional)

**HOW TO FILL:** *Include school, community, or work-related awards and recognition.*

**Languages**

English – Fluent

French – Beginner

**HOW TO FILL:** *List all languages you speak and your skill level (Fluent, Conversational, Beginner).*

**References (Optional)**

*Available upon request*

**HOW TO FILL:** Only include if asked. Choose people who can speak about your skills and work ethic (do not include your immediate family members).