

For more information  
visit:

<https://www.ymcacalgary.org/ycan/>



The City of Calgary Youth Employment  
Centre

[www.calgary.ca/careers/youth-employment](http://www.calgary.ca/careers/youth-employment)

alisalberta - Government of Alberta

[www.alis.alberta.ca](http://www.alis.alberta.ca)

Job Bank - Government of Canada

[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

## *Resume Building Tips*



## Clear and concise resume is BEST

- employers don't spend much time with a single resume.
- all your important information needs to be found quickly.
- use bullet points.
- don't include irrelevant information, only keep information relevant to the job.
- limit your resume to 1-2 pages.

## Review your resume with someone

- ask a friend, parent, or a career coach to review your resume.
- make sure there are zero spelling and grammar mistakes.
- the Youth Employment Centre can also help you and career centres at post-secondary institutions.



## Use resume templates

- using a resume template can be faster.
- you can add and remove appropriate sections based on your target job posting.
- keep your own template filled with most of your information so you can quickly build a custom one.



## Include keywords in your resume

- keywords can be the specific skills the employer is looking for.
- keywords are found on the job posting.
- without them your resume will be filtered out by the applicant tracking system (ATS) and will not reach the hiring manager

## Get past the applicant tracking system (ATS).

- many companies use ATS to filter out resumes
- bad formatting can get your resume filtered out
- so copy your resume to a text file with no formatting
- it should still be readable, if not edit your resume

## Use numbers

- when including relevant volunteering, work, and projects just describing what you did is not enough.
- when appropriate try to also include hard numbers to quantify your impact.

