

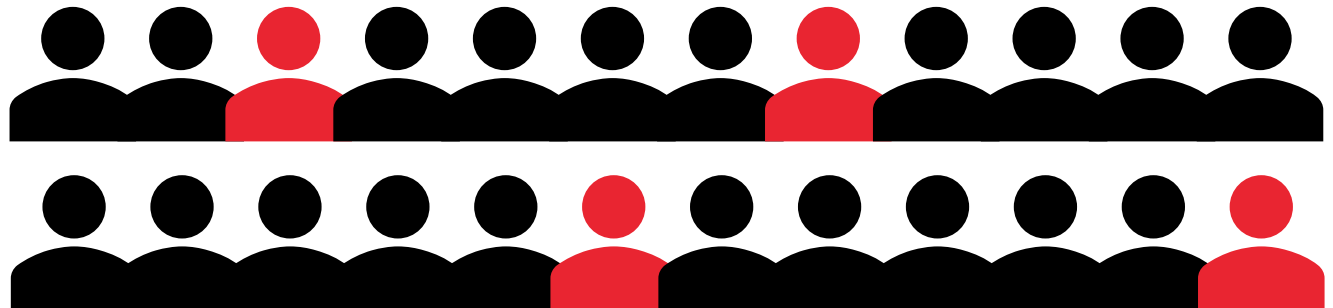


# How to Create Your Resume

# The Purpose of Your Resume

The purpose of a résumé is to get your shortlisted for an interview, by quickly and clearly showcasing your:

- Skills
- Experience
- Education
- Achievements.



Tailoring your résumé means **customizing it for a specific job posting so that it matches the experience, skills, and values** that we are looking for.

Because each job emphasizes different skills and experience, tailoring your résumé allows you to:

- **Highlight the most relevant qualifications, experience, and skills** for the role.
- Remove less relevant information
- Helping Hiring managers clearly see why you are a strong fit for that specific role.

# Tailoring your Resume

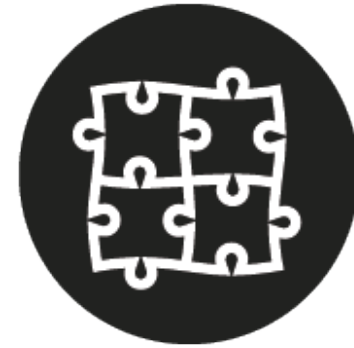
# Three Common Mistakes



Too much/too little  
information



Not specific or irrelevant  
information



Hard to read  
*(design, format)*

# Writing a Résumé

## A résumé should include

- Name, email, and phone number (consider including your LinkedIn profile link)
- A brief summary statement
- Relevant competencies/qualifications (**specific examples**)
- Employment History
- Education and training
- Community Engagement (Volunteer experience)
- Information on hobbies and interests (if there is not enough information in your working experience)

# Writing a Résumé

## **Length**

- High School Students - New Grads - 1 Page
- Grads and Seasoned Professionals - 2 pages

## **Sections:**

- Name and Contact Information
- Career Profile – Summary
- Skills/Certifications
- Experience
- Education
- Volunteering and Community Engagement

## **Formatting Strategies:**

- Expand Margins to 0.5.”
- Use Calibri font, 10.5-11 size

# Write a resume summary

Take some time to **reflect on your relevant skills and accomplishments.** Think about how they relate to the role.

1. Consider and record your **most important experiences and skills.** This can include (but is not limited to) items like certifications, soft skills, technical skills, awards, voluntarism or other achievements.
2. Carefully **review job descriptions for positions** you're interested in applying for and **take note of the requirements that overlap with your own qualifications.**
3. Put together a **one- to two-sentence summary that briefly showcases your skills/certifications/experience** that aligns with the Job Description.

# How to write a resume summary

## **HR (entry-level) resume summary example**

*An aspiring HR professional with a diploma in Human Resource Management and a passion for talent acquisition, onboarding, and employee engagement. I bring over 10 years of experience working in customer service which helped me to develop excellent communication and interpersonal skills as well as an understanding of HR policies and procedures.*

## **Marketing resume summary examples:**

*Dynamic, tech-savvy Marketing Coordinator with over 5 years of experience building strong social media fan bases from scratch, collaborating cross-functionally to achieve business goals and developing B2B and B2C print/digital marketing collateral.*

## **Customer Service resume summary examples**

*Friendly and motivated customer service professional with strong communication, organization, and computer skills. Committed to providing positive member experiences by accurately handling transactions, working well in team environments, and delivering clear, courteous service in person and over the phone.*



# Result Oriented Statements

## What

*What did you do*

## How

*How and Why  
you did it*

## Value

*The Difference  
it made*

General Statement	Result Oriented Statement
"Collected survey data from email subscribers."	"Collected survey data from 1,000 email subscribers. Used this data to implement four new marketing strategies that helped increase sales numbers by 15% within three months."
Oversaw day-to-day operations of the warehouse	"Oversaw a team of 20 employees. Delegated tasks among employees to increase overall productivity by 25%."
Created software applications to improve communication flow."	"Created applications to assist in communication across all 12 company departments. Miscommunication decreased by 10% as a result."