

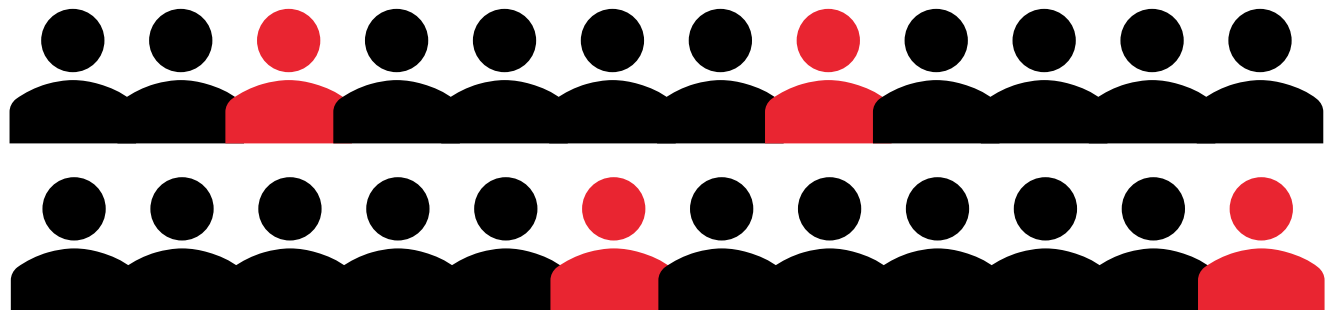


How to Create Your Resume

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

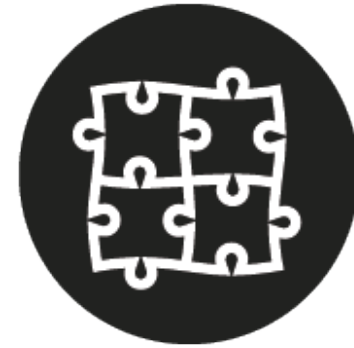
Three Common Mistakes



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

Lifeguard & Swim Instructor resume summary example

*Safety-focused and customer-oriented Lifeguard and Swim Instructor with **current National Lifeguard, YMCA Swim Instructor and First Aid certifications**, committed to maintaining a safe, clean, and welcoming aquatic environment. Skilled in monitoring pool activities, responding to emergencies, and delivering engaging swim instruction while building positive relationships with patrons, staff, and volunteers.*

Day Camp Counsellor resume summary examples:

Energetic and responsible Day Camp Leader with a strong passion for working with children and creating a fun, safe, and inclusive environment. Skilled in leading engaging activities, supervising groups, and collaborating with team members while ensuring camper safety, positive behavior, and effective communication with families.

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." |

Resume Example

Join Our Team!

Sir George Williams

Philanthropist | youremail@gmail.com | 403-111-22-33 | [LinkedIn](#)

CAREER PROFILE

Visionary founder and social reformer who established the YMCA to support the personal and professional development of young people. Demonstrated strong leadership, commitment to community service, and a passion for creating inclusive, values-driven environments that promote well-being, leadership, and social responsibility.

SKILLS

- **Leadership and Team Building:** Demonstrates the ability to inspire and guide individuals toward a shared vision, fostering collaboration and strong, values-driven teams.
- **Community Engagement and Outreach:** Skilled in building meaningful connections within communities and creating initiatives that support social growth and inclusivity.
- **Strategic Vision and Organizational Development:** Ability to develop long-term goals and establish sustainable programs that address community needs and drive organizational success.
- **Communication and Interpersonal Skills:** Effectively communicates ideas and builds positive relationships with diverse groups, promoting trust, respect, and cooperation.

PROFESSIONAL EXPERIENCE

Founder & Leader

June 1844 – November 1905

YOUNG MEN'S CHRISTIAN ASSOCIATION (YMCA), LONDON, ENGLAND

- Founded the YMCA by organizing like-minded individuals and introducing structured programs focused on spiritual growth and personal development, creating a supportive community for young men.
- Scaled the organization into a global movement by promoting inclusive values and establishing replicable community-based programs, significantly improving access to safe spaces and development opportunities.
- Influenced social reform by advocating for youth well-being and leadership development, helping shape modern approaches to community service and [outreach](#).

EDUCATION

Bachelor of Science, Computer Science, University of Icon, Netherlands

2004

Degrees evaluated as equivalent to Canadian degrees by World Education Services (WES)

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

- Certified Business Analysis Professional | 2018
- Scrum Fundamentals Certified | 2018
- PECB Certified ISO 27001 Lead Implementer | 2015
- ITIL Foundation V3 Certified | 2015

VOLUNTEERING AND COMMUNITY ENGAGEMENT
