

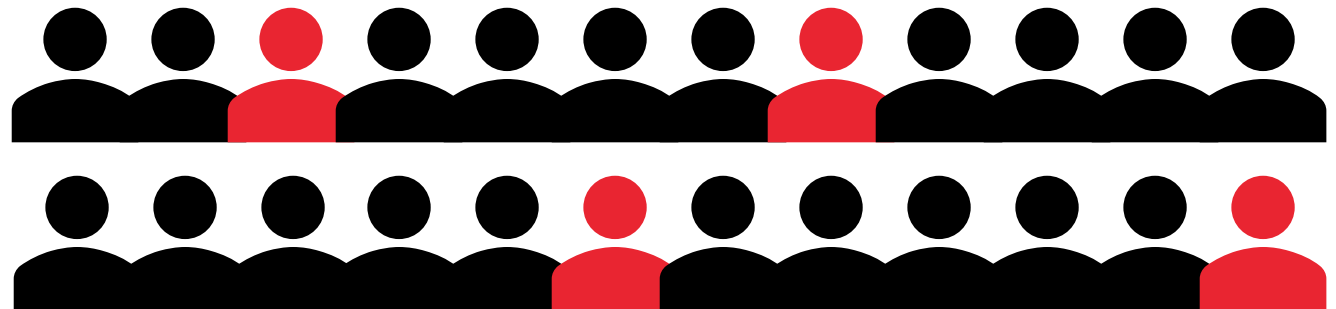


# How to Create Your Resume

# 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 parents survey data."	"Strengthened customer satisfaction through friendly, solution-focused service, contributing to a welcoming and inclusive aquatic environment; improved post-lesson survey ratings by 15–20% through consistent communication and positive participant engagement.."
Oversaw day-to-day operations of the pool.	"Improved facility operations by conducting accurate chemical testing, completing scheduled safety checks, and maintaining clean, organized pool spaces; contributed to a 10–15% reduction in maintenance-related incidents and ensured full compliance with NLS standards.
Maintain safe aquatics environment.	"Maintained a safe aquatic environment by supervising up to 60 patrons during public swim times, enforcing facility rules, and preventing unsafe behaviours; contributed to a notable decrease in rule-related incidents and improved overall patron safety.."

# Resume Example

Join Our Team!

## Sir George Williams

Lifeguard & Swim Instructor | youremail@gmail.com | 403-111-22-33 | LinkedIn

### CAREER PROFILE

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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.

### SKILLS

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- **Aquatic Safety & Surveillance:** Strong scanning techniques, hazard recognition, and adherence to National Lifeguard standards.
- **Customer Service Excellence:** Friendly, professional communication with patrons, families, and participants.
- **Administrative Accuracy:** Skilled in updating rosters, completing reports, maintaining lesson plans, and documenting safety checks.
- **Instruction & Coaching:** Ability to deliver engaging, safe, and level-appropriate swim lessons.

### PROFESSIONAL EXPERIENCE

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Swim Instructor / Lifeguard

June 2025 – June 2026

*XYZ'S RECREATIONAL CENTRE*

- Delivered high-quality swim instruction to 5–12 students per class, plus 1–1 private lessons, supporting ages 3–15 and adult learners; improved participant skill progression, water safety awareness, and confidence.
- Maintained a safe aquatic environment by supervising up to 60 patrons during public swim times, enforcing facility rules, and preventing unsafe behaviours.
- Improved facility operations by monitoring chemical levels, completing safety checks, and keeping pool spaces clean, organized, and compliant with YMCA and NLS standards

### EDUCATION

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Bachelor of Science, Computer Science, University of Icon, Netherlands  
Degrees evaluated as equivalent to Canadian degrees by World Education Services (WES)

2004

### PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

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- YMCA Swim Instructor Certification (June 2026)
- National Lifeguard – Pool Certificate (Jan. 2025)
- Intermediate (Standard) First Aid & CPR-C ([May 2025](#))
- Lifesaving Instructor (Dec. 2025)

### VOLUNTEERING AND COMMUNITY ENGAGEMENT

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