

Resume Writing Tips

CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

RESUME WRITING

Your resume is your first impression!

Are you showing your attention to detail? *Error free*

How are your verbal communication skills? *Range of vocabulary and use of skill statements*

Position matching is based on your resume, did you articulate all of your relevant transferable skills & experiences

TIP: don't use a template you have found online – a word doc is much easier to edit

RESUME TIPS

Maintain a
consistent format

Make sure your
capitalization and
grammar are
correct

No more than 2
pages

RESUME TIPS

Use bolding or
CAPS to highlight
your subtitles

Highlight degree
and job titles (not
company names)



Vary your word
usage

Consider your
audience and
your goal

FORMATTING

Your resume should contain the following sections:

Your Contact Information

Profile of Skills

Education

Volunteer Experience

Work Experience

Contact Information

Should look something like this:

Leah Lancer

1234 Sunset Ave., Windsor ON
519-253-3000 | leahl@uwindsor.ca
www.linkedin.com/in/leahlancer

Your name should be bolded and larger than the rest of your resume to make it stand out

No more than 2-3 single spaced lines under your name

PROFILE OF SKILLS



important slide!

PROFILE OF SKILLS

- Action skill statement #1
- Action skill statement #2
- Action skill statement #3
- Action skill statement #4

- Include a mix of transferable and specific skills relevant to the position or industry
- Transferable skills can be used in many situations and are skills that employers look for the most (communication, teamwork, etc.)
- Specific skills are directly related to a specific job or industry
- **Create action statements to LINK your skills to an experience: state how the skill was developed and link it to something you have done**

PROFILE OF SKILLS



important slide!

- Include 4-6 bullet points maximum!
- Make sure the skills you include are relevant to the types of positions you will be applying to (e.g. do not include SmartServe for a resume to apply to a non-profit)
- Connect your skills to your specific experience in your action statements, this makes your resume completely unique to you!
- If you speak multiple languages, include this in your last bullet point

EDUCATION

Use this format to highlight your degree to VIP employers:

All dates should line up with
the right page margin

EDUCATION

Honours Bachelor of Art in History

University of Windsor, Windsor ON

- Minor in Creative Writing OR Anticipated graduation in June 2019

September 2017- Present

Spell out your degree title as it will
appear on your diploma, no short forms

WORK EXPERIENCE

Should look something like this:

All dates should line up with the right page margin

★
List experience in reverse chronological order (newest to oldest)

WORK EXPERIENCE

Job Title

Company Name, City, Province (e.g. ON)

- Action-oriented bullet statement that describes the transferable skills you gained
- Action-oriented bullet statement that describes what you accomplished or enhanced
- Do not repeat skills, describe new skills with each job

September 2017- Present

Use bolding to highlight your job title, rather than the Company's name

VOLUNTEER EXPERIENCE

Should be the same format as work experience:

All dates should line up with the right page margin

VOLUNTEER EXPERIENCE

Job Title

Company Name, City, Province (e.g.. ON)

- Action-oriented bullet statement that describes the transferable skills you gained
- Action-oriented bullet statement that describes what you accomplished or enhanced
- Do not repeat skills, describe new skills with each job

September 2017- Present



List experience in reverse chronological order (newest to oldest)

Use bolding to highlight your job title, rather than the Company's name

Describing Experiences

Ask yourself these questions when analyzing your roles, and include the answers in your work and volunteer experiences:

What did you do that went above and beyond?

Have you been involved in supervision, training or team building?

What value did you add to the position or the organization?

Have you ever been involved in a special event or project?


Elements of a good action statement

To make an action statement, go further than just listing your duties

In your experience sections and in your profile, start each bullet point with an action verb. Verbs are words that end with “-ed” or “-ing” (ex. Coordinated, examined, managed, instructed, etc.)

Do not use the same word multiple times, use different words. Remember, your resume tells an employer about your written communication skills.

Quantify your skills by describing your level or ability or your degree of success. For example – which statement below sounds best to you:

- 1) Teamwork skill, or
- 2) Excellent teamwork skill, or
-  3) Developed excellent teamwork skills while working at Tim Hortons

Making action statements

CHALLENGE	ACTION	RESULT
What was the problem or situation you faced? What people/groups were involved?	What action did you take? What did you do in response to the situation? Who benefitted? What skills did you use?	What was the result or benefit of your actions? Are they measurable (quantitatively or qualitatively)?
Raised \$10 000 over two months for the purchase of new beds for the Downtown Mission	by coordinating a fashion show	Attended by 600 community members

Verb Tense and Ordering

PRESENT Tense	PAST tense
Use present tense for positions you are doing right now. Managing instead of managed Creating instead of created	Use past tense when describing a job you did in your past. Completed instead of completing Developed instead of developing

List in Reverse Chronological Order
List your experiences from your most recent experience (newest) to your oldest experience. If you current have two volunteer roles, they will both have a date that says “Month Year – Present” but the one you started most recently will go first on your list.

REFERENCES

Include “References Available Upon Request” at the bottom of your resume. Do not include your list of references or their contact information.

You could be asked to provide a reference for any of the experiences that you have listed on your resume.

FITTING IT ALL TOGETHER

A polished, professional resume should look something like this:

LEAH LANCER

1234 Sunset Avenue
Windsor, ON N8K 1K2
519-253-3000 • example@uwindsor.ca
www.linkedin.com/in/leahlander

PROFILE OF SKILLS

- 3+ years experience in [relevant area]
- Marketable attribute #2
- Marketable attribute #3
- Marketable attribute #4
- Marketable attribute #5

EDUCATION

Bachelor of Arts (Honours) – History
University of Windsor, Windsor, ON

September 2014 – Present

WORK EXPERIENCE

Job Title

ABC Company, Windsor, ON

- Action-oriented bullet statement that describes your job duties
- Action-oriented bullet statement that describes what you accomplished
- Do NOT use “Responsibilities include” or “Duties include”

April 20XX – January 20XX

Job Title

ABC Company, Windsor, ON

- Action-oriented bullet statement that describes your job duties
- Action-oriented bullet statement that describes what you accomplished
- Do NOT use “Responsibilities include” or “Duties include”

November 20XX – June 20XX

VOLUNTEER EXPERIENCE

Volunteer Title

ABC Organization, Windsor, ON

- Action-oriented bullet statement that describes your volunteer duties
- Action-oriented bullet statement that describes what you accomplished
- Do NOT use “Responsibilities include” or “Duties include”

November 20XX – June 20XX

Volunteer Title

ABC Organization, Windsor, ON

- Action-oriented bullet statement that describes your volunteer duties
- Action-oriented bullet statement that describes what you accomplished
- Do NOT use “Responsibilities include” or “Duties include”

November 20XX – June 20XX

REFERENCES AVAILABLE UPON REQUEST

WORKSHOPS

Visit www.success.uwindsor.ca Career Events to see when our next Resume 101 workshop will take place. Register online to attend one of these free workshops.

QUESTIONS?

vip@uwindsor.ca