

Career Development & Experiential Learning

INTRODUCTION TO RESUMES

To avoid tech problems, be sure you are using Chrome.

Please introduce yourself and your major in the chat →



Your LINK To Experience
CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

Joyce Entrepreneurship Centre
Suite 100 www.uwindsor.ca/cdel
careerservices@uwindsor.ca
519-253-3000 ext. 3900



University
of Windsor

Course Credit/Bonus Mark

**** only applies to students in SPECIFIC courses or programs ****

If you are attending this workshop for course credit or a bonus mark, please email us after the workshop: careerservices@uwindSOR.ca and indicate the workshop you attended, your student number, the date, and which course/program it is for. You must stay for the duration of the workshop to get your credit.

This incentive is open to students in the following courses/services for summer 2021:

- Effective Writing (GART 1500 & GART 1510) students
- Technical Communications (GENG 1190) students
- Ignite students



- I will send you the slides after the workshop.
- Note where the raise your hand button and the chat is.
- Please ask questions when you have them!

CAREER DEVELOPMENT CYCLE

5. FIND A JOB

- Know job search tools and strategies.
- Customize application documents and communications.
- Use your network to find jobs.
- Identify acceptable job offers; negotiate if needed.
- Perform well in your job and reflect on how it meets your goals...back to self assessment!

4. MARKET YOURSELF

- Identify and practice articulating relevant skills.
- Create effective resumes, cover letters, CVs, etc.
- Develop your personal brand and network.
- Practice your interview skills.



3. EXPAND SKILLS AND KNOWLEDGE

- What skills do you need to improve or develop?
- Get involved to develop/apply your skills.
- Investigate relevant education and training opportunities.

1. ASSESS YOURSELF

- Identify interests, skills, values, personality traits, strengths, and gaps.
- What influences your career decisions?
- What are your ideal lifestyles and work environments?

2. EXPLORE CAREERS

- Use your self-knowledge to research industries, companies, and occupations.
- Investigate labour market information.
- Connect with people involved in opportunities you would like to learn more about.
- Gain experience to learn about careers.

LEARNING OUTCOMES



- Identify what you have to offer an employer
- Use resources to create a targeted resume
- Create and format a targeted resume

PURPOSE OF A RESUME

*It is a selling tool created for
the sole purpose of getting you the interview.*

**It outlines your relevant skills, experience and
accomplishments related to the job/employer/industry.**

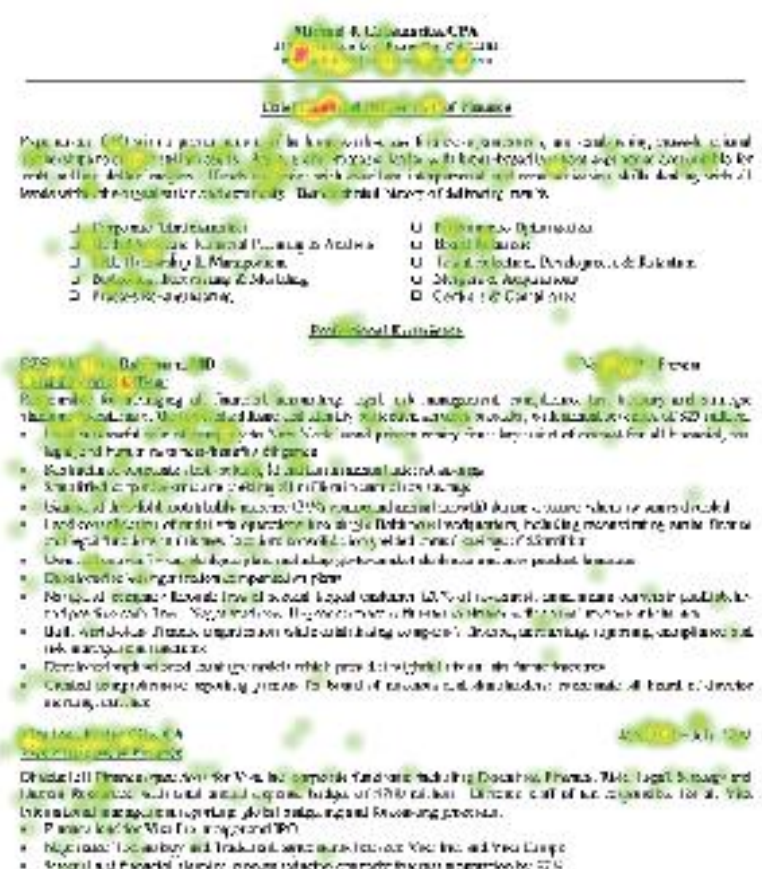
WHAT IS THE AVERAGE AMOUNT OF TIME THAT AN EMPLOYER SPENDS LOOKING AT YOUR RESUME?

- 1) 93 seconds
- 2) 46 seconds
- 3) 7 seconds
- 4) 33 seconds

7.4 SECONDS

In 7.4 seconds, employers:

- Look for keywords (skills!)
- Read short statements
- Scan for job titles
- Scan down the left side of the page, picking out titles and reading info as necessary



HOW AN EMPLOYER VIEWS A RESUME

A person in a grey pinstriped business suit is shown from the chest up, holding a silver pen in their right hand and a resume in their left hand. The resume is open, and the person appears to be reviewing it. The background is plain white.

1. How can you help me?
2. What do you have to offer?
3. Why you?

TOP 10

SKILLS THAT EMPLOYERS ARE LOOKING FOR ON A STUDENT'S RESUME

1	6
2	7
3	8
4	9
5	10

Job Outlook 2020, National Association of Colleges and Employers:

https://www.nacweb.org/talent-acquisition/candidate-selection/key-attributes-employers-want-to-see-on-students-resumes/?utm_source=spotlight-nonmember&utm_medium=email&utm_content=tst-head&utm_campaign=content



What do you
have to offer?

Take an
inventory!

INVENTORY

Education	Knowledge	Skills	Work/Volunteer Other Experience	Awards
		<ul style="list-style-type: none"> - Analysis - Teamwork - Time management - Problem solving - Communication <ul style="list-style-type: none"> -verbal -written <p><i>What skills am I developing in my program? or What skills have I developed in my program?</i></p>		

Transferable Skill: is a skill that can be transferred from one job to another.

SKILLS CHART

Skill	Where did I acquire it?	How did I use it?	How can I use it in the job I am applying for?	Major achievement. - Quantify	Where will I show it?
Oral Communication	Communication Student Association	<ul style="list-style-type: none"> -at weekly executive meeting - promoting association on campus 	<ul style="list-style-type: none"> - collaborating with staff - teamwork - speaking with clients 	developed ability to speak to audiences ranging from 5 to 100 on different topics	resume cover letter interview
Written Communication	internship academic project Volunteer (CSA)	-creating content for social media	<ul style="list-style-type: none"> - creating sm and other marketing campaigns - corresponding with clients - creating reports for mgmt 	increased membership in csa by 15% with sm campaign	resume cover letter interview
Computer Skills	Final Cut Pro	-creating, editing content	- creating video content for clients	received 96% in 4 th year class	resume cover letter interview

SKILLS CHART: we will send you this

Skill	Where did I acquire it?	How did I use it?	How can I use it in the job I am applying for?	Major achievement - Quantify	Where will I show it?
					Resume Cover letter Interview

Functional Knowledge and Career Readiness Competencies



2019 Undergraduate Calendar

AND COMPUTER ENGINEERING: COURSES

have completed at least nine (9) of their 1st year courses before t
s including all pre-requisite courses required for registration into
must have completed at least eight (8) of their 1st year courses
courses including all pre-requisite courses required for registr

ter-Aided Analysis
ramming in C++ covering most of the basic concepts. Developme
C. The rest of the course covers class development for a set of n
Interval methods; Lin-Bairstow method for Roots of Polynomials
apezoidal and Simpson's 1/3 rule; Solution of Ordinary Differ
and the fourth-order Runge-Kutta methods. (Corequisites: MAT
or equivalent a week.)

ysis*
nd energy; simple resistive circuits; Kirchhoff's laws; Wye-d
mesh analysis; network theorems, superposition, Thevenin
amplifiers and Op-amp circuit analysis; inductors and ca
response of RLC circuits; sinusoids and phasers; ac pow
using SPICE and MATLAB. (Prerequisite: PHYS-1410) (C
cannot be obtained for both GENG-2340 and ELEC-2140
be discontinued Fall 2019.

ELEC-4500. Power Systems I Learning Outcomes Last Updated: December 10, 2008 (PDC081104-6.2)

Learning Outcomes

This is a sentence completion exercise.

At the end of the course, the successful student will know
to:

A.
Assemble a basic knowledge of Power Systems, identify reli
sources of information and documentation, relate all the su
to the system at hand

B.
Construct and formulate problems and measure system perfor
improvements

C.
Accurately examine all aspects of problems, distinguish environme
effects, inspect all practical aspects, assemble and test solution
methods

D.

E.

F.

G.

Collaborate in design projects as a team, report and justify proposed
methodology and framework

H.

I.

F.

G. d
le

H. cre

I. the ad
learnin



University
of Windsor

Electrical and Computer Engineering
06-88-531-01: VLSI Design
Course Syllabus - Summer 2015
Dr. Roberto Muscedere, Room 3040 CEL, Ext. 4798
Email: rmusced@uwindsor.ca
<http://courses.muscedere.com>

WELCOME

Welcome to the course 88-531-01: VLSI Design. The Graduate Assistant's names
and contact office hours can be found on the course website (see above). Please see
the GAs regarding any questions about the course content. For other issues, please
come to room 3040 in the CEL. My office hours are flexible, so please contact me by
email to setup an appointment.

TIME AND PLACE

Lecture Periods:

Additional Time:

Wednesdays from 1:00pm to 3:50pm in EH186
(working on changing this).

You may use the resources in the RCIM lab (CEI
2205) as long as there are workstations available.
RCIM students and researchers have priority over
students in graduate courses.

COURSE CONTENT

The emphasis in this course is on the introduction of the industry standard
Electronic Design Automation (EDA) tools and the process technologies available
to the graduate students of the University of Windsor. These tools along with

NOW YOU KNOW...

**SKILLS YOU
POSSESS**

&

**SKILLS
EMPLOYERS
WANT**





Why a targeted resume?



**Quality over
Quantity**

THE EMPLOYER IS LOOKING FOR . . .

- Completion of at least one academic year at the U of W
- Written communication skills
- Strong oral communication skills
- Leadership experience
- Strong interpersonal skills
- Tact/professionalism

ASSET

- Prior experience/familiarity with CDEL and other student supports
- Experience as a student leader, mentor, teaching assistant, or peer support role

What does it take to be one of our Peer Advisors (PA)?

Commitment:

- **Hours:** 8-10 hours per week (including weekly/biweekly Peer Development Meetings) throughout Fall 2019 and Winter 2020 academic terms.
- **Peer Development Meetings:** Come together as a team with professional staff and other PAs to gain advice, discuss current career topics, address challenges, review upcoming events and collaborate on new initiatives. Meetings to be held weekly at the beginning of the program and then will transition to bi-weekly after PA team is successfully on-boarded.
- **Ongoing Peer Training and Shadowing:** Career staff will continually help you develop your coaching skills and understanding of career related topics through mentoring sessions, job shadowing and planned professional development activities.

Key Mandatory Training Dates (all hires must attend):

- **Peer Training Welcome Week - Monday, August 26th – Wednesday, September 4th, 2019 (mandatory):** Kick-off the 2019/20 Peer Advising Program by shadowing professional career development staff members and engaging in hands-on activities to enhance your career coaching skills. Please note: training week will occur on August 26, 27, 28

Always save a copy of the job posting!

Rec

- Completion of at least one academic year at the University of Windsor;
- Excellent written communication skills necessary to provide feedback for resume and cover letter critiques;
- Strong oral communication, presentation and active listening skills;
- Ability to provide assistance to others as demonstrated through leadership experience;
- Strong organizational and time management abilities;
- Enthusiasm and a willingness to engage other students, using strong interpersonal skills;
- Ability to act with tact and professionalism;
- Prior experience and/or familiarity with programs, resources and services offered by CDEL and other student supports on campus considered an asset;
- Prior experience in a student leader, mentor, teaching assistant or peer support role considered an asset.

Think you'd make a great addition to our Fall 2019 - Winter 2020 team of PAs?

Application Deadline: Monday, June 10, 2019

Students who are interested in the position are to apply via [mySuccess](#) (Job ID # 58054) - please submit a:

- **Resume**
- **Cover Letter**

Please note: To be hired as a PA, you must be able to commit to attend:

- Peer Training Welcome Week from **Monday, August 26th - Wednesday, September 4th 2019.**
- Please note: training will occur on **August 26th, 27th, 28th; and September 3rd and 4th.**

We thank all applicants in advance for their interest in this role; however, only those under consideration will be contacted.

Who would you interview?

CANDIDATE #1

Highlights & Qualifications

- Excellent communication skills
- Academic average: 93%
- Experience with robotics
- String math skills with an ability to do calculations without a calculator
- Hobbies: soccer, swimming, chess

CANDIDATE #2

Profile

- Successfully managed school and part time work by determining priorities
- 1 year experience in customer service
- Leadership skills demonstrated by tutoring 2 high school students

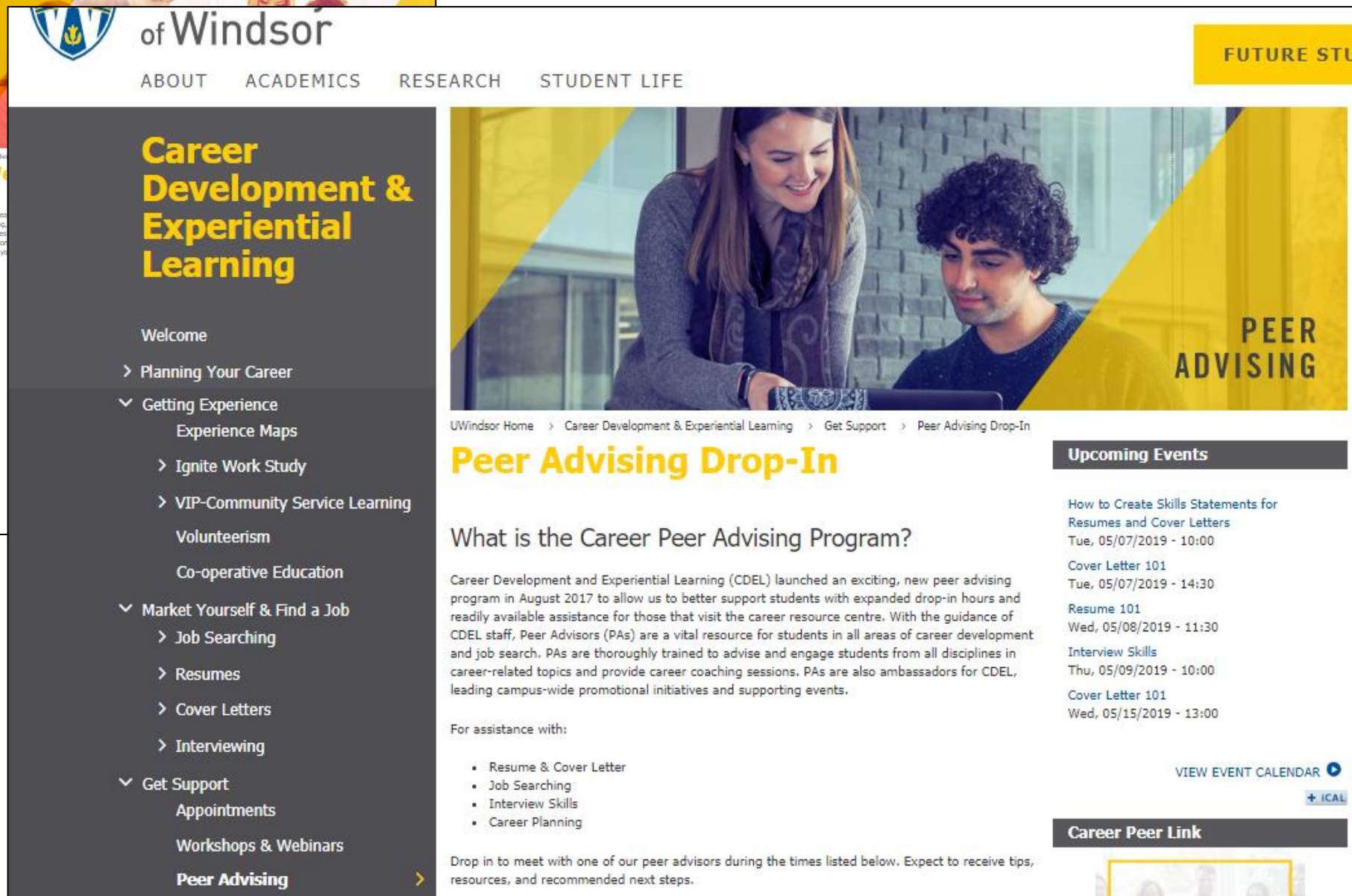
CANDIDATE #3

Summary

- Microsoft Word, Excel, PowerPoint, and Outlook
- AutoCAD
- MATLAB
- 1 year of experience working at Tim Hortons where I served coffee and cleaned the store

Looking for:

- Written and oral communication
- Leadership/mentoring experience
- Interpersonal skills
- Professionalism



INVENTORY				
Education	Knowledge	Skills	Work/Volunteer Other Experience	Awards

SKILLS CHART					
Skill	Where did I acquire it?	How did I use it?	How can I use it in the job I am applying for?	Major achievement Quantity	Where will I show it? <i>Resume Cover letter Interview</i>

Relevant skills,
experience and
knowledge





Applicant Tracking Systems

- Employers will sometimes use an Applicant Tracking System (ATS) to scan your resume and find key words, skills, qualifications, and experiences.
- These systems can have trouble with picking up information in text boxes, charts, columns, headers, and images.
- Keep these in mind when formatting your resume.

COMMON SECTIONS YOU CAN INCLUDE

Contact Information

Profile | Summary of Skills

Education

Academic Projects | Research Projects

Related Experience

Professional Work Experience

Other Work Experience

Volunteer Experience

Extra-Curricular Activities

Certifications | Training

References Available Upon Request

ANITA X. PERIENCE

123 Riverside Drive | Windsor, ON N9A 9Y9
519-999-9999 • aperience@uwindsor.ca

PROFILE OF SKILLS

- Strong communicator with excellent writing and editing skills and experience creating and editing content with MS Publisher, Adobe Photoshop, Pro Tools, and Final Cut Pro
- Experienced creating a social media strategy using Twitter, YouTube, Instagram, Facebook, Pinterest to drive brand awareness and using analytics tools
- Proficient in Microsoft Word and PowerPoint, familiar with Microsoft Excel and Access
- Fluent in French and English (both written and conversational)

EDUCATION

Bachelor of Arts (Honours) – Communication, Media, and Film September 2015 – Present
University of Windsor, Windsor, ON

- Expected completion: April 2019
- Related Coursework: City as Media, Graduate Research Methods, Advanced Topics in New Media and Digital Culture

ACADEMIC PROJECTS

Public Relations Campaign January 20XX – March 20XX
Public Opinion and Public Relations | University of Windsor | Windsor, ON

- Researched in-depth a Not-For-Profit Organization to make recommendations for communication and marketing improvements
- Created a detailed communications policy for the organization

RELATED EXPERIENCE

Social Media Intern April 20XX – January 20XX
ABC Company | Windsor, ON

- Supported Director of Communications in the implementation of company's social media campaign to build brand awareness and engage current and potential customers
- Created, edited, and scheduled posts for social media accounts (Twitter, Facebook, Instagram)
- Assisted in reporting and analysis of social media data and monitored competitor's social media successes

CAMPUS & COMMUNITY INVOLVEMENT

Vice-President September 20XX – April 20XX
University of Windsor – Communication Student Association | Windsor, ON

- Attend weekly executive meeting and take leadership role on all internal affairs matters
- Actively promote the association on campus to promote benefits of membership
- Oversee the planning and execution of association events including professional development and networking activities for members

REFERENCES & PORTFOLIO AVAILABLE UPON REQUEST

General Formatting Guidelines

- Use a clean, easy to read font
- 10-12 size font (larger headings and name)
- Use the same font throughout
- Use consistent formatting
- List all experiences in reverse chronological order under each heading
- No more than 2 pages
- Consistent margins
- Bold titles
- NO spelling or grammar mistakes

JENNIFER P. JONES

1234 Sports Avenue, Windsor, ON N9C 4A8 | 519-555-5555

jenjones@uwindsor.ca | [linkedin.ca/jenniferjonessample](https://www.linkedin.com/in/jenniferjonessample)

HIGHLIGHTS AND QUALIFICATIONS

- 2 years' experience in a coaching, mentoring, or training capacity, using excellent communication and interpersonal skills
- Problem solving and analytical skills, evident by collecting, analyzing, and reporting on data to draw conclusions and come up with evidence-based solutions
- Experience evaluating work in a consistent and detailed manner
- Demonstrated ability to explain complex material to diverse populations in ways they understand
- Microsoft Excel, Word, and PowerPoint - Intermediate level

EDUCATION

Master of Human Kinetics in Applied Human Performance, University of Windsor, Windsor ON 20XX

Bachelor of Human Kinetics – Movement Science, University of Windsor, Windsor ON 20XX

RELEVANT WORK EXPERIENCE

Graduate Assistant, University of Windsor, Windsor ON Sept 20XX - Apr 20XX

- Ensured all tests and assignments and tests were evaluated in a detail-oriented, consistent, and timely manner
- Led class discussions and motivated students to participate by asking relevant, thought-provoking questions
- Anticipated and answered student questions during weekly office hours
- Created educational resources, such as a study tip sheet, to facilitate learning

Personal Trainer, World Gym, LaSalle, ON Oct 20XX - Mar 20XX

- Researched, designed, and executed fitness programs to individually fit client's personal goals
- Built a clientele through leads and referrals
- Awarded Trainer of the Month in January 20XX for bringing in the highest numbers of new clients

RESEARCH EXPERIENCE

Masters Candidate, University of Windsor, Windsor, ON 20XX - 20XX

Using activity to manage major depressive episode symptoms: An analysis of an exercise intervention

- Researched and identified valid assessment tools to evaluate self-reported depressive symptoms
- Interpreted, synthesized, and summarized information from over 40 journal articles
- Analyzed survey results before and after intervention using both statistical analysis and qualitative feedback
- Wrote findings in a comprehensive document

ADDITIONAL WORK EXPERIENCE

Customer Service Representative/Cashier, FreshCo, Windsor, ON Nov 20XX - Present

- Provided quality customer service by greeting customers and delivering services in a positive and professional manner
- Excelled in a fast-paced environment with the ability to think quickly and successfully handle difficult clients

CONTACT INFORMATION

LEAH LANCER

1234 Sunset Street, Windsor, ON N8K 1K2

519-966-1111 • llancer@gmail.com • www.linkedin.com/in/leahlancer

LEAH LANCER

1234 Sunset Street, Windsor, ON N8K 1K2

519-966-1111 • llancer@gmail.com • www.linkedin.com/in/leahlancer

Includes:

- **Name** – larger font, bolded
- Address
- Phone number
- Professional email address

Optional:

- LinkedIn profile (optional)
- E-Portfolio link (optional)

Does not include:

- Photo
- Personal information
 - Age
 - Gender
 - Religion
 - Marital Status
 - Parental Information

PROFILE OF SKILLS

PROFILE OF SKILLS

- Over 2 years' experience in a combination of manufacturing and research facilities
- Well-developed analytical and problem solving techniques developed through troubleshooting within an industrial setting and supporting a research project
- Strong communication skills, both oral and written, with the ability to present information in various formats including presentations and technical reports
- Excellent computer skills in MS Word, PowerPoint and Excel with experience creating charts/graphs and utilizing pivot tables

Includes:

- 4-5 statements targeted to the position and the organization including:
 - ✓ experience - quantify
 - ✓ qualifications and how they were acquired
 - ✓ the best technical and transferable skills

PROFILE OF SKILLS

HIGHLIGHTS

- Exposure to culturally specific pharmaceutical practices in Africa and North America
- Master-level training in business plan development and product commercialization in a medical context
- Firm understanding of foundational theoretical concepts in medical biotechnology, including medical and pharmaceutical materials characterization
- Customer service experience in a persuasive, marketing-oriented role in the Canadian non-profit sector
- Understanding of relevant safety guidelines and standard operating practices in medical diagnostics and biotechnology product development

TECHNICAL SKILLS

- **Software:** MS Word, Excel, Access, Minitab
- **Testing regulations:** GLP, GMP
- **Analytical laboratory techniques:** HPLC, GC, IR, UV, GC-MS
- **Laboratory equipment:** Centrifuge, micro-pipette, autoclave, incubator, pH meter, etc.
- **Laboratory Procedures:** Titrations, purification techniques, final product yield calculations, gram staining, plate count, viable count, colony count, preparation of cultures and media, preparation of calibration standards and serial dilutions

EDUCATION

EDUCATION

Bachelor of Science (Honours) in Chemistry

20XX – Present

University of Windsor | Windsor, ON

- Expected completion: April 20XX
- GPA: 80% or higher
- *Related Coursework: Organic Chemistry, Analytical Chemistry, Inorganic Chemistry*

Includes (in order):

- Start and anticipated (or Present) dates of completion
- Multiple degrees listed in reverse chronological order
- Correct degree name or program title
 - ✓ List the full degree title
- Name of institution and location:
 - ✓ Include City, Province – if it's inside Canada
 - ✓ Include State/Province, Country – outside Canada

Optional:

- GPA (only if above 80%)
- Related Coursework
 - or
- Relevant Courses
 - *italicize for emphasis*



The next section will be the most relevant section

- Internships
- Work Experience
- Volunteer Experience
- Academic Projects
- Certifications

RELATED EXPERIENCE:

**Internship | Practicum | Field Placement | Co-op | Clinic | Consulting
Field Work | Applied Research | Community Service Learning**

INTERNSHIP

Intern

Mar 20XX – Aug 20XX

ABC Company | Windsor, ON

- Coordinated onboarding activities for 6 new hires to ensure knowledge of safety procedures and training in WHMIS and HAZMAT
- Delivered 2 company policy training sessions

Includes (in order):

- Position Title
- Name of Organization – location
- Start and end dates - listed in reverse chronological order
- Skill statements relevant to the position – quantify if possible
- Include transferable skills

WORK EXPERIENCE

WORK EXPERIENCE

Customer Service Representative

Jan 20XX – Present

Sutherland Global Services | Windsor, ON

- Effectively responded to customer requests by phone in a busy call centre environment, assisting over 30 clients per day
- Dealt with customer complaints in a professional and expedient manner
- Recognized by department for exceeding monthly targets for five consecutive months

Includes (in order):

- Position Title
- Name of Organization – location
 - ✓ City, Province – inside Canada
 - ✓ Province/State/City, Country – outside Canada - if possible, include website
- Start and end dates - listed in reverse chronological order
- Skill statements relevant to the position – quantify if possible
- Include transferable skills

VOLUNTEER EXPERIENCE

VOLUNTEER EXPERIENCE

Orientation Leader

Mar 20XX – Aug 20XX

University of Windsor | Windsor, ON

- Coordinated campus tours for incoming students and perspective students to promote campus life and student engagement
- Connected with students, communicating a thorough knowledge of all supportive campus services

Includes (in order):

- Position Title
- Name of Organization – location
- Start and end dates - listed in reverse chronological order
- Skill statements relevant to the position – quantify if possible
- Include transferable skills

RESEARCH/ACADEMIC PROJECTS

RESEARCH PROJECTS

Electric Vehicle Design Project

Jan – Apr 20XX

PSG College of Technology | Coimbatore, India

- Coordinated with a team of interdisciplinary engineering students to research and develop a prototype design for an Electric Vehicle
- Designed conceptual vehicle based on group specifications utilizing AutoCAD

Includes (in order):

- Project Title
- Name of School – location
- Start and end dates - listed in reverse chronological order
- Skill statements relevant to the position – quantify if possible
- Include transferable skills

PAGE 2



ANITA X. PERIENCE ♦ 519.999.0000 ♦ aperience@uwindSOR.ca Page 2/2

Includes (in order):

- Name
- Phone number
- Email address
- Page number – at end of right margin

NOTE: Do not put this information into a header

OTHER COMMON RESUME SECTION HEADINGS

- Professional Profile
- Related Experience
- Key Knowledge Areas
- Core Competencies
- Other Work Experience
- Practicum Experience
- Licenses
- Related Work Experience
- Additional Work Experience
- Professional Development
- Professional Memberships
- Honours and Awards
- Certifications
- Interests and Activities
- Affiliations
- Publications
- Credentials
- Campus Involvement
- Training
- Technical Skills
- Scholarships

Teamwork skills

Duties included working with team to plan events and networking activities for members

Collaborated with a team of 6 planning and executing professional development events and networking activities **FOR 40+ ASSOCIATION MEMBERS**

WHICH SKILL STATEMENT WOULD CATCH THE EMPLOYER'S ATTENTION?

Outreach skills

Responsible for research to develop social media campaign

Designed effective social media campaign for not-for-profit organization and **INCREASED WEBSITE TRAFFIC BY 20% IN A 2 MONTH PERIOD**

“Creative”, “graphic”, “pretty” resumes: use at your own risk.



Examples from <https://www.canva.com/learn/50-inspiring-resume-designs/>

- These resumes may look cool, but they can be difficult for an Applicant Tracking System to process and can be more difficult to navigate
- We recommend using a traditional resume format
- Most employers will care more about the content of your resume than how pretty it looks
- It may be difficult to edit and tailor these resumes
- Consider your industry and the role you are applying for (these are not as acceptable in more formal industries, but can be more welcomed when applying to creative industries and roles)
- If you want to try adding some creativity:
 - Consider including colour (sparingly)
 - Consider using borders and small caps
 - If you do include a text box, ensure the keywords are outside of the textbox as well
 - Consider using creative resumes in your Featured section on LinkedIn

Windsor, ON N9C 3Y6

 519.555.5555

mgendron@uwindsor.ca

[linkedin.ca/gendronsampl](https://www.linkedin.ca/gendronsampl)

MORGAN GENDRON

PROFILE OF SKILLS

- Experience conducting assessments, developing treatment plans, and advocating for clients
- Applied analytical and strategic thinking during practicum and community involvement to research trends and opportunities, make recommendations, and respond to change
- Proficient with MS Word, Excel, PowerPoint, Outlook
- Certified in CPR (re-certification April XXXX), First Aid, and WHMIS

EDUCATION

Master of Social Work University of Windsor, Windsor, ON	20XX - Present
Bachelor of Social Work University of Toronto, Toronto, ON	20XX – 20XX

FIELD PLACEMENTS

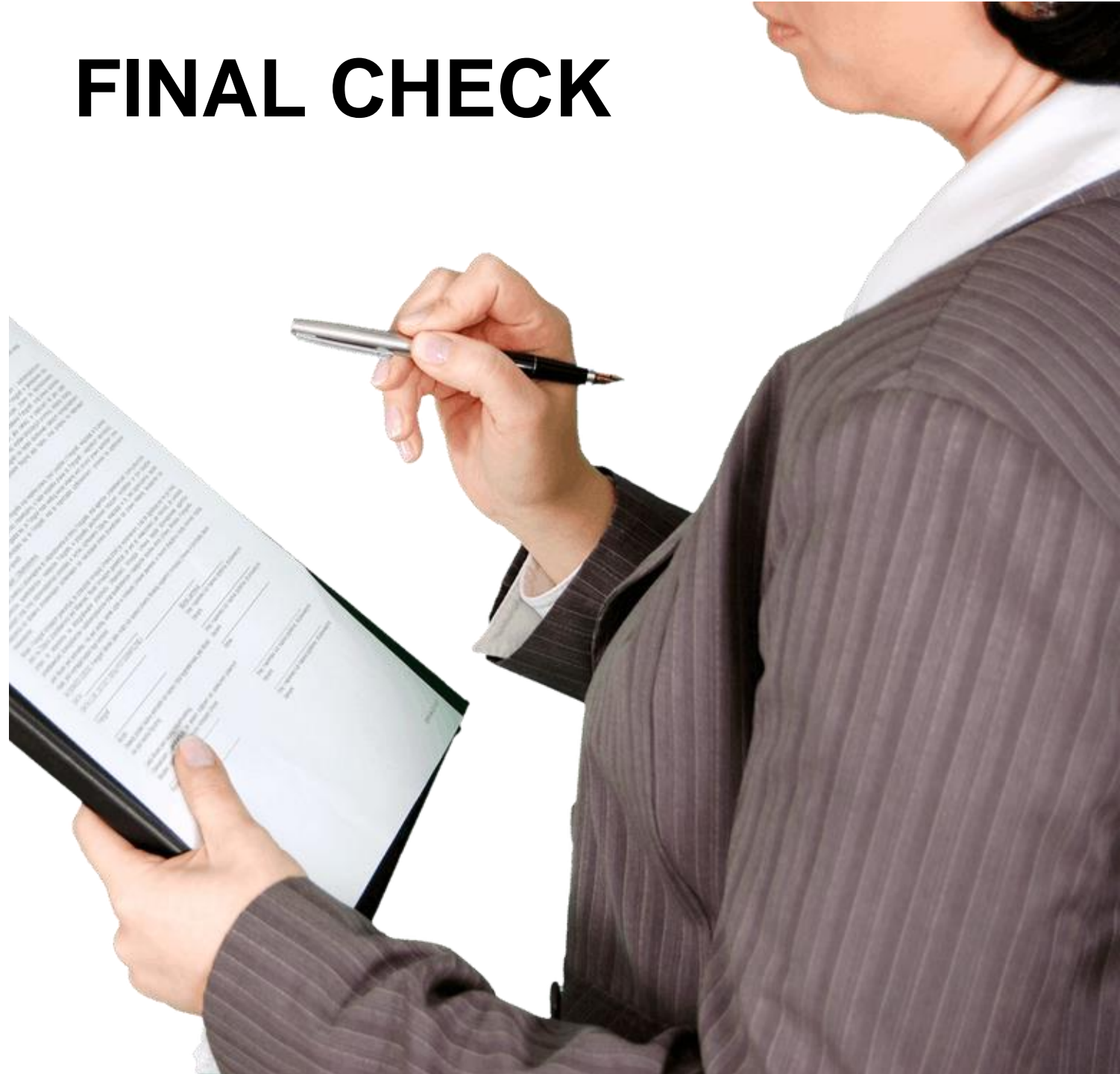
Researcher Pathway to Potential, Windsor, ON <ul style="list-style-type: none"> • Researched best and promising practices related to poverty reduction and prevention by using secondary research and by conducting interviews with key stakeholders • Made recommendations (based on research conducted) for programs and practices • Assisted with the development of reports and grant applications • Developed and delivered 4 public presentations related to poverty and the work of Pathway to Potential • Interviewed prospective volunteers and assisted with the coordination of outreach activities 	Oct 20XX - Mar 20XX
Case Worker Intern Centre for Addiction and Mental Health Toronto, ON <ul style="list-style-type: none"> • Conducted screening and psychosocial assessments • Assisted with treatment planning, case management, and referrals for substance abuse clients • Supported group counselling and psycho-educational sessions for clients with psychiatric conditions • Assisted with implementing Cognitive Behavioural Therapy for relapse prevention 	Jan 20XX - Apr 20XX

RELEVANT WORK EXPERIENCE

Summer Student The Children's Aid Society, Toronto, ON <ul style="list-style-type: none"> • Planned and coordinated a conference for 75 frontline and middle management child welfare staff who work with Aboriginal children and families • Communicated effectively with management and external personnel to schedule guest speakers 	May 20XX - Aug 20XX
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FINAL CHECK



Do

- ☐ Use the job posting as your guide for creating resume content
- ☐ Include ONLY RELEVANT INFORMATION to the position and organization
- ☐ Use an action word (VERB) to start each skill statement
- ☐ Use correct verb tense:
 - ✓ Past tense for past positions and present tense for current positions
- ☐ Refer to your Skills Chart to help you create the skill statements
 - ✓ Start each skill statement with an action word (VERB)
 - ✓ Highlight the result you achieved, or how your action helped the organization - quantify when possible
- ☐ Use different phrases and action words (no repetitions)
- ☐ Use language relevant to the organization and the industry
- ☐ Include the most relevant information on the first page, near the top
- ☐ Use the most appropriate section headings to present yourself in the best light

Do Not

- ☐ Include personal information about yourself or your parents
- ☐ Use "I" or "me" in your bullets
- ☐ Include information that is not relevant to the position
- ☐ Start skill statements with "Responsibilities include(d)" or "Duties Include(d)" or "Responsible for"
- ☐ Copy and paste bullets from the job description or the job posting
- ☐ List References

Proofread

- ☐ Print a copy of your resume
- ☐ Read it out loud to ensure that your statements flow
- ☐ Look for grammar and spelling errors
- ☐ Spellcheck does not catch everything!
- ☐ Ask yourself: Have I proven that I have the skills the employer wants?"
- ☐ Include only information relevant to the job posting
- ☐ Triple check your work – even one error could get your resume in the NO INTERVIEW pile
- ☐ Have it reviewed by a Peer Advisor or a Career Advisor – visit CDEL for a resume critique



CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

Visit mySuccess (success.uwindsor.ca):

- Find a workshop/event/drop-in time
- Schedule an appointment
- See job postings



careerservices@uwindsor.ca



facebook.com/CCESUwindsor



[@CCES_UWindsor](https://twitter.com/CCES_UWindsor)

