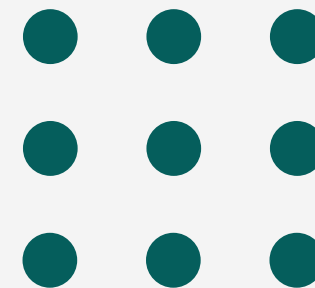


How to Write a Resume Employers Will Love



Land Acknowledgement

Toronto is in the 'Dish With One Spoon Territory'.

The Dish With One Spoon is a treaty between the Anishinaabe, Mississauga's and Haudenosaunee that binds them to share the territory and protect the land.

Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect.



Hi, I'm Megan (she/her)!

Career Education Coordinator - Career, Co-op & Student Success Centre
Email: mmaclennan@torontomu.ca



Hi, I'm Michelle (she/her)!

Career Education Coordinator - Career, Co-op & Student Success Centre
Email: mcopan@torontomu.ca

Housekeeping

- Turn on your video if you're comfortable.
- Please remain muted unless you're asking a question or participating!
- We want to hear from you! Use the chat box!
- The session will be recorded.
- CC is enabled - just click on the button



Learning Outcomes

You will...

- Learn how to write resume content that highlights your skills and accomplishments to increase your chances of getting an interview
- Understand how to tailor your resume to align with a job posting

Want to learn the basics of resume writing?

Watch the recording of “Resume 101” here.

- Understand the fundamentals of how to write a resume
- Understand the various sections that comprise a resume
- Identify transferable skills and learn how to articulate them in a resume

EMOJIS CHECK-IN:





consigliere

@moyodre



How would you write "I changed a light bulb" on your resume?



M

@MuyiwaSaka



Single-handedly managed the successful upgrade and deployment of new environmental illumination system with zero cost overruns and zero safety incidents.

Quick Refresher

- The resume is a marketing document that highlights relevant skills & experiences
- The purpose of the resume is to move you onto the interview portion of the job search process
- You have 6 seconds to get a recruiter's attention
- Today we are focusing on the reverse chronological style
- Spelling and grammar matter!

The Job Posting

- Contains important information & instructions
- Includes keywords & buzzwords
- Read, highlight, reflect:
 - What are the key skills the organization is asking for?
 - Which keywords and phrases are repeated and emphasized throughout the job posting?
 - How do they align with my experience?



The Modern Resume

- Is about storytelling
- Is relevant to the audience
- Focuses more on results and learnings
- Focuses less on duties & responsibilities





Summary of Qualifications

- 4-7 bullet points, demonstrating how you meet the qualifications of a job
- Highlight relevant skills, while providing evidence/ demonstration of the skill
- This includes technical and essential skills

Resource: [Summary of qualifications and skill statements tip sheet](#)

Summary of Qualifications:

Best Practices

- Begin a sentence with a qualifier or quantifier:
 - Qualifier: Adjective (e.g. Supportive), action verb (e.g. Initiated), or buzz word (e.g. Strong)
 - Quantifier: Years of experience (e.g. 2+ years of experience in...)
- Mention the skill and use keywords
- Always providing evidence of the skill
 - Use transition words like “proven by”

Example:

- ✓ Inclusive team player with strong communication skills proven by co-facilitating a workplace and corporate nutrition and wellness webinar

Read Job Description

Imagine You're the Boss

Connect to Own Experience

Get a good feel for:

- Workplace culture and environment
- Responsibilities and tasks; people you interact with
- Required knowledge, skills, and qualities

Organize your wishes and name 4-5 qualifications you will look for in the perfect candidate:

- Balance technical and employability skills
- Be specific
- 60%

Write your Summary of Qualifications based on the 4-5 wishes you made:

- Present your qualifications as best as you can
- Be truthful

Activity: Identify Key Qualifications

Instructions:

- Select a job posting from this [folder](#)
- If you're the hiring manager, what would be the top 3 key qualifications/skills/expertise you are looking for?
- Based on the qualifications identified, write 1 statement that can be included under the summary of qualifications using the "[Tailoring Table Worksheet](#)"



bit.ly/jobposting-resumeactivity

Questions?



Duty vs. Accomplishment Statement

Activity: Compare & Rank

Job Posting:

- Collaboration

Resume:

- A) Worked well with others to complete project on time
- B) Participated in team project
- C) Collaborated with a team of 5 to plan, facilitate and promote an industry networking night, resulting in attendance of 30 industry professionals and 100 students

Accomplishment Statements (ADR)

Action

Start with a strong action verb.

Duty

What did you do? Describe your task/duty using keywords.

Result/How/Purpose

How do you know you were successful? If you have data \$, %, # - use it!

How did you go about completing your duty?

What was the goal or purpose of the task?

Action Verbs: Examples

Leadership Skills

Assigned
Delegated
Hosted
Led
Oversaw
Streamlined

Research Skills

Compared
Gathered
Identified
Researched
Tested
Measured

Helping Skills

Advocated
Coached
Educated
Prevented
Referred
Supported

Result, how or reason

Result
(verb ending in -ing)

creating
decreasing
increasing
leading to
resulting in

How
(by + verb'ing)

by brainstorming
by collaborating
by dissecting
by reviewing
by using

Reason/Purpose
(to + verb)

to build
to deliver
to ensure
to increase
to provide

Activity: Write an Accomplishment Statement

Instructions:

- Write 1 accomplishment statement using the same job posting as the last activity



bit.ly/jobposting-resumeactivity



P A U S E

B R E A T H E

S U M M E R

Resources

- Book a 1:1 appointment with our team!
- Submit your resume/cover letter through our virtual dropbox for high level written feedback.
- Opt in to the Career, Co-op & Student Success Center Resources Hub for resume templates & more!

Your Opinion Matters!

Please scan the QR code

Or cut & paste this link into your browser

https://ryersonovps.ca1.qualtrics.com/jfe/form/SV_8phHASUCINcgnfo

* Remember to log in with your TMU email address

Select "Resume"





Stay in touch!

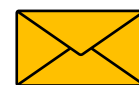
Career, Co-op & Student Success Centre



Address: POD 60



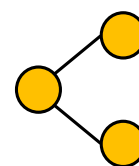
Phone number: 416-979-5177



Email: career@torontomu.ca



Website: www.torontomu.ca/career-coop



Socials: @CareerCoopTMU



Questions?



Thank you for attending today's workshop!

Credits:

- SlidesCarnival for the presentation template
- Pexels for the photos

