

Resume Tip Sheet

A resume summarizes your experiences, accomplishments, skills, and abilities to give potential employers an overview of your qualifications.

Six Second Rule

On average, it takes employers six seconds to decide if they want to invite you for an interview. Ensure that your resume is clean, concise, and grammatically flawless. Strategically format your resume for skimmability by highlighting key experiences and qualifications. Try to keep your resume to one page; but don't push too hard.



Keep It Relevant

Resumes are a **marketing** document; you want to present as the ideal candidate for the role. Dissect the job description and highlight buzzwords. Wherever possible, use these key words when tailoring the descriptive bullet points on your resume.

Achievements > Responsibilities

How do you stand out from other candidates who have worked in the same type of roles? For each descriptive bullet point, summarize it like so: "Did [**action verb**], which led to [**result**]."



Measurements of Success

Quantifying your achievements will help employers get a sense of the impact you've made in previous projects or positions. A better way to say "good leadership skills" would be "managed a team of 8-10 students".

Action Verbs Add Impact

Powerful action words can highlight your contribution and achievements. Instead of saying "assisted", "took part in", or "responsible for", consider: **coordinated**, **implemented**, **overhauled**, **managed**, **trained**, **analyzed**, **tested**, **collaborated**, **exceeded**, etc. Click [here](#) for more action verbs.



Bypass the electronic gatekeeper

Submitting your resume through an **Applicant Tracking System**? Use ATS-friendly formatting! This means no tables, columns, headers, footers, or images that it cannot scan. Use traditional fonts and section titles. And remember: use keywords generously!

Creating a Full Application Package

To showcase your relevant work done, including a **portfolio** along with your resume and cover letter will be impactful. Make sure it is visually appealing and that you clearly state skills (soft and technical) used throughout each project!



Structuring Your Resume

1

Setup and Formatting

To ensure that your resume is clean and legible, set up the document with the following:

- 10-12 pt. size fonts; 14 pt. for headings
- 0.5 to 1.0 in. margins
- Legible fonts (e.g. Calibri, Arial, Helvetica, Garamond)

2

Header

Create a header containing your name, number, brief address, and email. Include your LinkedIn, Github, or Portfolio URLs if applicable.

Jacob Santiago

(416) 979-5000 • Toronto, ON • jacob.santiago@ryerson.ca • linkedin.com/in/jsantiago

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Summary of Qualifications

Adding a summary of qualifications keeps all your relevant skills and experiences in the top of your resume, which is important when employers take six (6) seconds to skim through your resume. Answer these questions:



What experiences do you have that are highly relevant to what the employers are looking for?

What **soft** and **technical** skills can you bring to this position and how are they related to your experiences?

4

Education Section

Summarize your post-secondary education, highlighting degrees, diplomas, and/or certification as such:

Bachelor of Engineering (B.Eng), Aerospace Engineering

Sep. 2019 - May 2023 (Exp.)

Ryerson University

Toronto, ON

cGPA: 3.60/4.33; Co-operative Internship Program

Honors and Recognition: Dean's List (2019; 2020; 2021), President's Scholarship Recipient

Relevant Courses: Mass Transfer, Communication in the Engineering Professions

5

Experience Section

Use this section to highlight your roles and specific responsibilities, providing a list of accomplishments to further describe your impact and the outcomes in those roles. See example below:

Continuous Improvement Co-op Student

Sep. 2021 to Dec. 2021

Flourish & Blotts Cosmetics

Etobicoke, ON

- Implemented loss tracking and mapping across three batch processes upstream, highlighting key issues in production and increasing productivity by 13%.
- Proposed action plans and projects to improve losses in the plant, implemented approved plans in the plant and trained over 50 operators accordingly.

i. Relevant Work Experience

Include any paid work experience where you have gained soft or technical skills required in the role you are applying for.

ii. Academic and Personal Projects

List projects you have worked on as part of your course load or as a personal challenge, and elaborate on what relevant skills you learned.

iii. Extracurricular Experience

List any extracurriculars (e.g. student groups, competitions, building teams) that you have been involved with and your role in them.



Action + Duty + Results = Accomplishment Statements



- **Action** - Start with a strong action verb.
- **Duty** - What did you do? What were your duties, responsibilities, or tasks in this position?
- **Result** - What were the outcomes of you performing this duty? How can you quantify or describe how well you performed? What did you achieve that will set you apart from other candidates?

Resume Examples (view more [examples here](#))

Jacob Santiago

(416) 979-5000 • Toronto, ON • jacob.santiago@ryerson.ca • [linkedin.com/in/jsantiago](https://www.linkedin.com/in/jsantiago)

Summary of Qualifications

- Highly motivated 3rd year Aerospace Engineering student with strong engineering analysis and report writing skills from 30+ engineering lab reports written
- Excellent interpersonal, time management, and administrative skills through 11 months of volunteer work as a First Year Ambassador with RyEng
- Strong communication and organizational skills from collaborating with a team of 5 in the RUAT Junior Glider Competition

Technical Skills

MS Excel | MS Word | MS Visio | MS Project | Excel VBA | AutoCAD | SolidWorks | Matlab | Simulink | SAP | Good Manufacturing Processes | Good Laboratory Practices | AutoDesk

Education

Bachelor of Engineering (B.Eng), Aerospace Engineering Sep. 2019 - May 2023 (Exp.)
Ryerson University Toronto, ON

cGPA: 3.60/4.33; Co-operative Internship Program

Honors and Recognition: Dean's List (2019; 2020; 2021), President's Scholarship Recipient

Relevant Courses: Mass Transfer, Communication in the Engineering Professions

Work Experience

Continuous Improvement Co-op Student

Sep. 2021 - Dec. 2021

Flourish & Blotts Cosmetics

Oakville, ON

- **Implemented loss tracking and mapping** across **three batch processes** upstream, highlighting key issues in production and **increasing productivity by 13%**.
- **Proposed actions plans and projects to improve losses in the plant**, **implemented** approved plans in the plant and trained **over 50 operators** accordingly.

Academic and Personal Projects

RUAT Junior Glider Competition

Sep. 2020 - Mar. 2021

Ryerson University

Toronto, ON

- **Collaborated** with a **team of five (5) students** to **design and construct** the farthest reaching glider, applying **excellent research skills** in the **material selection process**
- **Simulated a 3D design of the glider** on **SolidWorks**, which was then used to **run stress simulations**, **achieving second place overall** in the competition.

Walking Robot

Jan. 2020 - Mar. 2020

Ryerson University

Toronto, ON

- **Improved leadership skills when managing** a team of four (4) to **design a walking robot**; **delegated responsibilities achieved all scheduled due dates** on **MS Excel Gantt Chart**.
- **Conducted position and velocity analyses** on the design by **simulating** through **MATLAB and Catia V5**, **earning an overall 88% in the final report**.

Extracurricular Activities

First Year Ambassador

Sep. 2019 - Apr. 2020

Ryerson Aerospace Course Union (RACU)

Toronto, ON

- **Acted** as a **liaison** between **100+ first year Aerospace Engineering students** and RACU
- **Advertised** events and competitions to the student body, resulting in a **30% increase** in **event attendance** and **50% increase** in **social media engagement**



The most impactful descriptors include all five of the following:

Action Verbs **Soft Skills** **Hard Skills/Tools** **Impact Words** **Quantified Accomplishments**



Proofreading Checklist:

- The resume is void of any grammatical errors and repetition
- If applicable, work is quantified as much as possible
- Summary of qualifications have been perfectly tailored to relate your experiences to the job posting
- Keywords from the job postings are incorporated generously
- All transferable experiences are explained in 2-4 bullet points in the action verb + duty + result format
- The formatting is consistent and ATS-friendly
- The provided contact information is professional and easy to find
- The most relevant experiences are in the first half of the resume
- The overall resume looks clean and concise from a distance



Want to get feedback on your Resume and/or Cover Letter? Fill out this [Feedback Form](#) or [Book a 1:1 Career Advising Appointment!](#)