



Resume 101

Thanks for joining! We'll get started shortly.



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 Michelle Copan (She/Her)

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



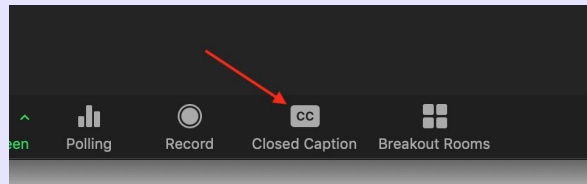
Hi, I'm Megan MacLennan (she/her)

Career Education Coordinator
Career, Co-op & Student Success Centre
Email: mmacclennan@torontomu.ca
LinkedIn: [megan-macclennan](#)



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 ...

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

EMOJIS CHECK-IN:



Resume True or False

- | | |
|--|--------------|
| 1. There's no need to include your high school education | True |
| 2. Your experience should be listed in chronological order | False |
| 3. There's no need to include references on your resume | True |
| 4. You should include an "Objective" at the top of your resume | False |
| 5. In Canada a Resume and a CV are the same thing | False |

Bonus Q: What resume mistake do employers complain about the most?

**“No one creates a
perfect resume on
their first try.”**

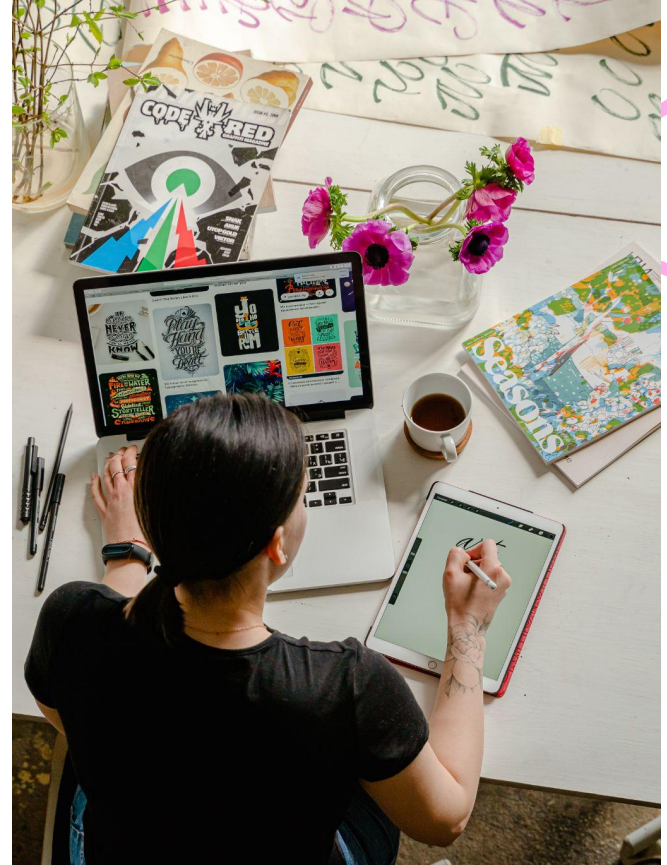
**- Matthew T. Cross, The Resume Design Book:
How to Write a Resume in College & Influence
Employers to Hire You [Color Edition]**



Transferable Skills

“Transferable skills are talents and abilities that can be used in many different jobs and career paths. They can be acquired through employment, school, internships, hobbies, and volunteer experiences.”

- Career Balance



Your Personal Inventory

Skills	Academic Experience
Strengths	Co-curricular Experience
Professional Development	Volunteer Experience
Education and Certifications	Work Experience

Identify Your Transferable Skills

Step 1:

Reflect on an experience (work, volunteer, academic).

Example:

Group research project for school.

Step 2:

In that experience, what skills did you use/develop?

Skills:

Collaboration, leadership, time management, research, written communication, etc.

Share Your Transferable Skills

Step 3:

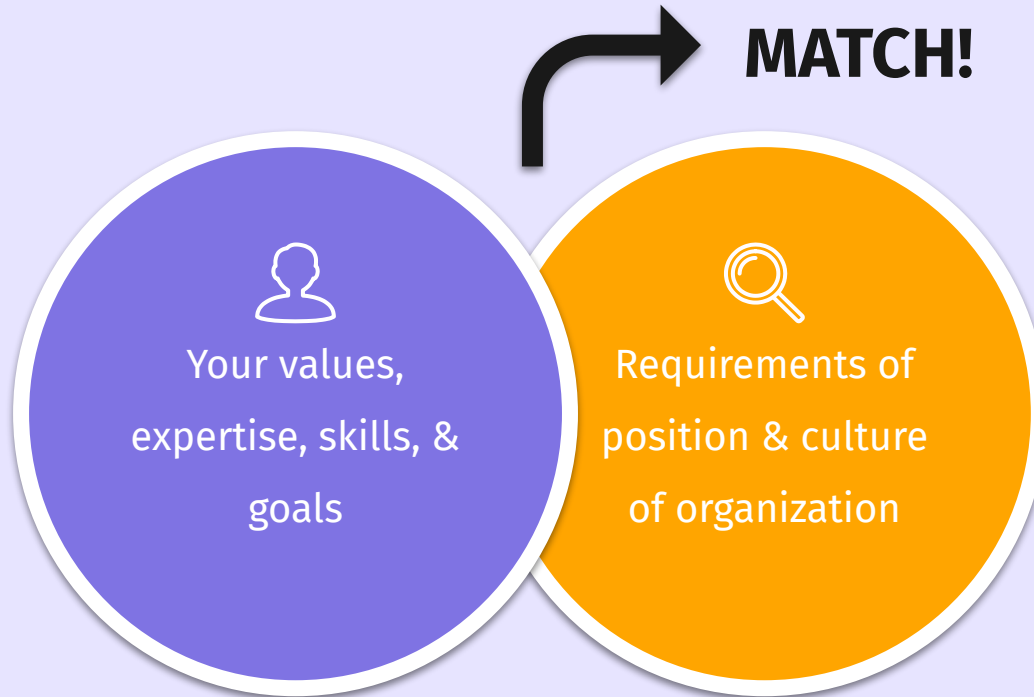
Share: What are some of your transferable skills?



Mentimeter.com

Code: 5890 0909

Purpose of the Resume



Reverse Chronological Resume

- Describes your work & educational history in reverse chronological order
- Focus is on timeline of experience
- Skills are highlighted and proven through examples of experience
- It's the easiest format for recruiters and hiring managers to understand

The Basics of a Resume

1. 1 - 2 pages max. (some exceptions)
2. Legible fonts (ex. Arial, Calibri, Helvetica, Times New Roman)
3. 10 - 12 size font; 14 for headings, 0.5 - 1 inch margins
4. Consistency (spacing, bullet points, font, etc.)
5. Easy to read
6. Style matters
7. Proofread! Spelling & grammar is important
8. Relevant to job you are applying to
9. Results based

Questions?



Common Resume Sections

- Header
- Summary of Qualifications OR Profile
- Work Experience
- Volunteer Experience
- Academic Projects
- Extracurricular Experience

Resume Sections: Header



- Name
- Address (City, Province)
- Phone #
- Email address
- LinkedIn ([Customized URL](#))
- Online portfolio/socials* if relevant

Example:

First and Last Name

Toronto, ON | (999) 999-9999 | email@hotmail.com |
ca.linkedin.com/in/name | [www.trrye.ca](#)

Resume Sections: Summary



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

Example:

- Research Assistant with 2 + years of experience conducting both primary and secondary research, creating tools for data collection, and data analysis
- Excellent analytical and problem solving skills, proven by decreasing costs through the implementation of financial reporting and cost strategies as a Business Analyst Intern at FedEx

Resume Sections: Profile



- A summary and introduction of yourself to a future employer, comprised of transferable skills
- 3 sentences (max) and useful if you have a laser focus on a career path

Example:

Recent TMU Sociology graduate who is, self-motivated, responsible and hard working. Able to work well both in a team environment as well as using own initiative. Interested in the intersection of social justice and corporate social responsibility.

Resume Sections: Education



- Include name of program, dates and location of institution
- Optional to add minor/concentrations, relevant courses, GPA, academic awards

Example:

Bachelor of Social Work Sept 2018 - Present
Toronto Metropolitan University, Toronto, ON

- Minor: Sociology
- **Relevant Courses:** Sociology of Education, Race and Ethnicity in Canadian Society, Health and Society

Resume Sections: Experience



- Can include work, volunteer, extra-curricular, community involvement
- Include role, dates (month & years), location
- # of bullet points depends on relevancy to role

Example:

Research Assistant

Toronto Metropolitan University

May 2023-Present

- Facilitated 5 group discussions with 12-15 participants to provide women with a supportive environment to discuss concerns related to substance use and problem gambling

Compare

A) Helped with marketing campaign

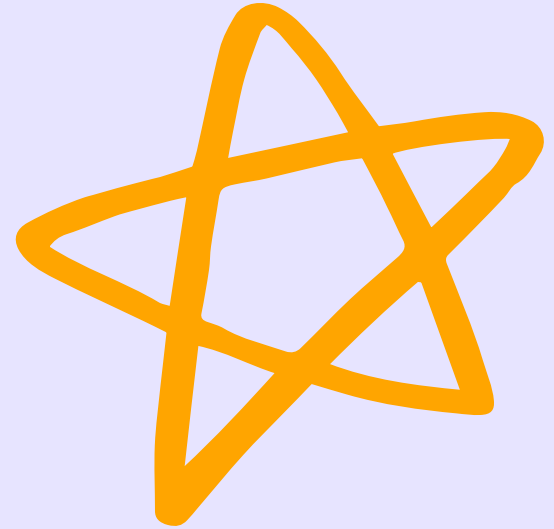
Vs.

B) Led a team of 5 in the development of a marketing creative brief for an online campaign to increase product awareness and customer engagement

Telling Your (Career) Story

Accomplishment Statements (ADR)

- Communicates what you have done in an impactful, concrete, and effective way
- Highlight accomplishments that relate to the role you are applying for



Accomplishment Statements (ADR)

1. Action Verb	Start with a strong action verb.
2. Duty	What did you do? Describe your task/duty using keywords.
3. Result (preferred)	How do you know you were successful? If you have data about the result in \$, %, # - use it!
Or How/ Why	How did you go about completing your duty? “by + verb” What was the goal or purpose of the task? “to + verb”

[Resource: Resume Action Verbs & Accomplishment Statements](#)

Optional Resume Sections

- Professional Development
- Memberships & Affiliations
- Competitions, Case Studies, Hackathons, Capstone Projects
- Varsity Athletics
- & More!



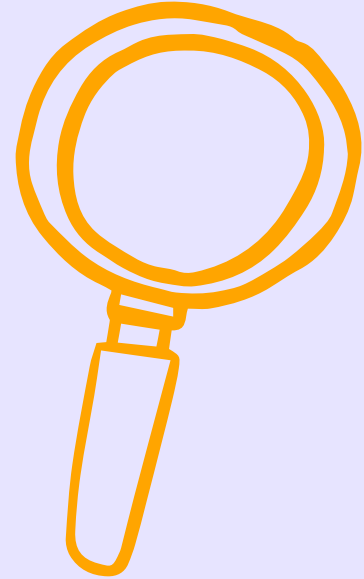
Rename, and **re-order** your resume sections accordingly, based on **relevance** to the position!

Should I keep **non-relevant** experience on my resume?

Knowing Your Audience

Key Considerations for Choosing a Style:

- 1) Who is your audience?
 - Bank vs. creative marketing agency
 - Barista vs. social work practicum
- 2) [Applicant Tracking System \(ATS\)](#)



MARIA JALEA

Toronto, ON | (416) 979-5177 | mjalea@ryerson.ca | ca.linkedin.com/in/mjalea

SUMMARY OF QUALIFICATIONS

- Content Creator with experience writing 30+ compelling lifestyle, sports, and fashion articles and blogs and capturing high quality photos
- High cultural intelligence as demonstrated by living, working and volunteering in 3 continents, including: North America, Europe and Asia
- Collaborative and adaptable team member proven by working with a committee of 17 undergraduate students at Ryerson's Folio Magazine
- Articulate oral communicator with 2+ years of experience working in the retail industry, identifying customer needs and proactively resolving any issues

Technical Skills: Microsoft Office Suite; Social media platforms; Hootsuite Certified, Wordpress

EDUCATION

Bachelor of Arts (B.A.): Creative Industries Sep 2017 – Exp 2021
Ryerson University, Toronto, ON

- Specializing in business and professional communication

RELEVANT EXPERIENCE

Writer, Folio Magazine, Ryerson University, Toronto, ON Sep 2018 – Present

- Crafting unique and engaging lifestyle articles and blogs, while adhering to SEO best practices, resulting in a 15% increase in audience engagement
- Conducting research required to produce content by attending events and strengthening relationships with stakeholders, such as, PR reps and Event Managers
- Capturing high quality photos for accompanying articles to create high-impact pieces and emphasize and clarify points

WORK EXPERIENCE

Sales Associate, Saks Fifth Avenue, Toronto, ON Feb 2016 - Aug 2018

- Provided friendly and efficient customer service to 150+ customers per shift by actively listening to order requests and providing tailored product suggestions
- Assisted with the implementation of customer experience program to increase customer satisfaction by 45%

Receptionist, ABC Ski Camp, Val d'Isère, France May 2016 – Aug 2016

- Ensured a high standard of customer service resulting in "Summer MVP" nomination
- Demonstrated excellent interpersonal and organizational skills by responding to emails, telephone queries and managing bookings in the centralized database

ANNA PARKER

PROFESSIONAL TITLE

555 555 5555

email@myemail.com

10 Street, City

EDUCATION

ENTER YOUR DEGREE

University, Location
2010 - 2014

ENTER YOUR DEGREE

University, Location
2006 - 2010

SKILLS

Time management

Attention to detail

Problem solving

Commerciality

Creativity

Leadership

Another skill

Another skill

Another skill

AWARDS

AWARD NAME

Organization
2017

AWARD NAME

Organization
2017

PROFILE

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

EXPERIENCE

ENTER YOUR JOB POSITION HERE

Company | 2016 – Present

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ENTER YOUR JOB POSITION HERE

Company | 2013 – 2016

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CONTACT

504 555 5555

amuni@ryerson.ca

Toronto, ON

PROFILE

Driven Graphic Communications student, trained and skilled in executing print orders and operating a variety of print machinery. Hard-working and curious, excited to create an excellent customer experience for your clients

TECHNICAL SKILLS

Large format printing
Binding
Screen printing
Adobe InDesign
Adobe Illustrator
Google Suite
Microsoft Office Suite

SKILLS

Self-starter
Reliable
Detail-oriented
Adaptable
Communicator

AJ MUNIM

CONTACT

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Binding
Screen printing
Adobe InDesign
Adobe Illustrator
Google Suite
Microsoft Office Suite

SKILLS

Self-starter
Reliable
Detail-oriented
Adaptable
Communicator

EDUCATION

BTECH GRAPHIC COMMUNICATIONS MANAGEMENT
Ryerson University | 2016- exp 2020

- Relevant Courses: Design and Layout, Binding and Finishing, Digital Premedia Workflows
- Dean's Honours list 2016, 2017

WORK EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE
CopyRite Printing Services | June 2018 - Present

- Receiving and processing 50 daily orders from online sales, using CMS system ePrintSite
- Assisting with the selection and execution of various substrate materials and printing to ensure minimal waste
- Preparing files for printing in a range of formats, from business cards to tradeshow signs
- Providing an excellent level of customer care in-store resulting in improved customer feedback

SALES ASSOCIATE

Saks Fifth Avenue | Apr 2016- May 2018

- Trained three new staff members through a one-week job shadow, fielding queries and providing advice and support
- Provided VIP shopping experience for Elite Members Program, assisting with exclusive in-store events to showcase customer appreciation

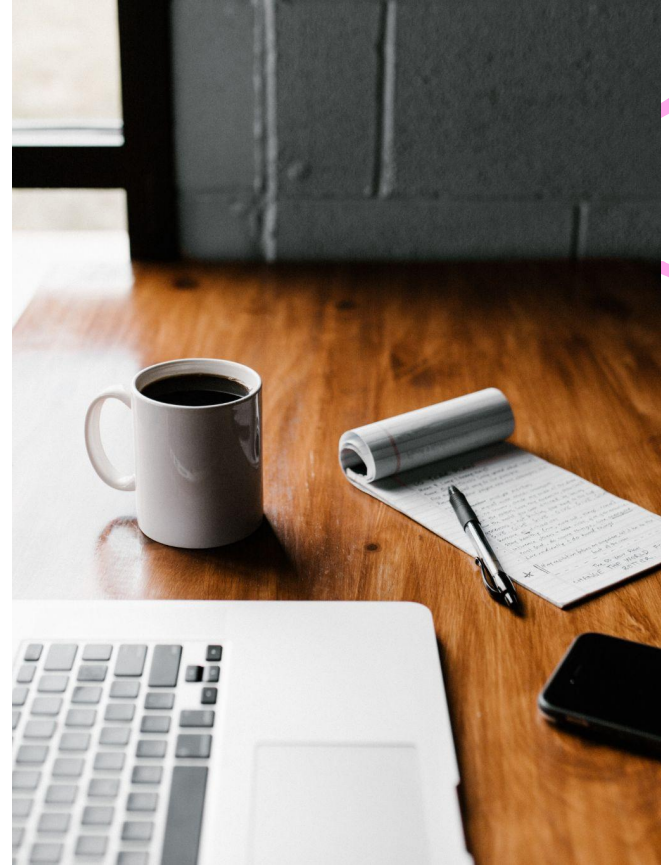
VOLUNTEER EXPERIENCE

VOLUNTEER SUPPORT STAFF
Paperhouse Studio | May 2017- June 2017

- Assisted with the design of large-format posters and artwork used to promote community outreach programs
- Coordinated printing and distribution of materials with a team of five volunteers

Key Takeaways

- Showcase your transferable skills
- Don't just list your skills, prove them
- Accomplishments > Duties
- Keep your audience in mind when choosing a resume design



Next Steps

Register for an upcoming workshop! Learn more about how to write resume content and tailor your resume based on the job posting.

How to Write a Resume Employers Will Love

Thursday June 15, 2023 | 12:00-1:00 PM | Zoom

[Register here.](#)

Questions?





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

Thank You!

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