**RESUME WRITING WORKSHEET**

The following worksheet will help you construct various sections of your resume. Think about the following areas and make notes for each section as appropriate. This will help you develop a professional resume with relevant and necessary content.

**1. Heading**: Personal Information This is the identifying information that appears at the top of the resume. Name, address, phone number and email address

**Name: Your name should be in bold and font size 14 to 18**

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**2. Objective:** Use a clear objective, include position, field and organization in which you wish to work

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**RESUME WRITING WORKSHEET**

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**3. Highlights of Qualifications:** Should consist of 5-7 bullet points including experience, training, technical and transferable skills and relevant information specific to each job.

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**4. Technical Skills:**  This section can help you demonstrate proficiency in areas not otherwise outlined in your academics or experience sections. Focus on skills most relevant to your desired position/career field. Skills might include: Computer skills list programs and languages you are able to use.

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**RESUME WRITING WORKSHEET**

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**5. Education**: List all colleges and universities from which you have earned or will earn a degree/diploma. Do not abbreviate. Start with your most recent, reverse chronological order. Add project work from your classes **to show current experience**.

**Computer Programmer Analyst Program September 2018-April 2021**

**George Brown College, Toronto, ON**

Add Class Projects, Accomplishments, Research, (at a minimum add Relevant Courses) which are related to your field of interest if appropriate, only add for current program:

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**6. Certifications:** If you have any that are relevant to the role.

**Certification**  **September 2018-April 2020**

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**RESUME WRITING WORKSHEET**

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**7. Experience:** 5 to 7 bullet points that includes measurable accomplishments as well as job duties and should be listed in reverse chronological order (most recent first). Emphasize results by using numbers, percentages, dollars, to quantify and focus on employer’s needs. Include all previous experience (technical and non-technical roles). If your present or previous role isn’t in your field, list it with relevant transferrable skills and accomplishments. Refer to the slide - Syntax of a well written bullet- from the “Resume Preparation” PowerPoint (posted on BB), as well as the worksheets: “Resumes Powerful Action Verbs”, “Transferrable Skills Checklist”, and “Accomplishments”.

**Computer Programmer (Job Title) May 2020-Present**

ABC Inc. (Company), Toronto (City)

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**Computer Programmer (Job Title)** **Jan 2019-May 2020**

XYZ Inc. (Company), Toronto (City)

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**RESUME WRITING WORKSHEET**

**8. Volunteer Experience (Optional, only if you have)**

Campus, Community, Volunteer experience highlight activities that demonstrate involvement in organizations, leadership roles and note length of membership. Refer to the slide Syntax of a well written bullet. Use same formatting as Experience section.

**Hospital Volunteer (Job Title) May 2020-Present**

Mount Sinai Hospital, Toronto ON (Company/Organization)

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**Computer Technician Volunteer (Job Title) Jan 2019-May 2020**

Microsoft, Toronto ON (Company/Organization)

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**9. Interests or Hobbies** (Optional section: list if you have, could be sports you play, reading, playing instruments, etc. Make sure they show a breadth of interests that include collaborative/teamwork abilities)

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