

# NPower Canada Resume Editing Checklist

## Formatting and aesthetics:

- ☐ Header and body fonts and colours are consistent
- ☐ All bullet points are aligned to the left
- ☐ All dates are right-aligned
- ☐ No spelling or grammar errors
- ☐ Ideal Resume Length
  - Fewer than 10 years of relevant work experience: 1 page is ideal up to 2 pages
  - Over 10 years of relevant experience: 2 pages, with no more than 3 pages

## Contact Information includes:

- ☐ First and Last name (Preferred Name in Brackets)
- ☐ Phone number
- ☐ Email address (professional email account, hyperlinked)
- ☐ City, Province (ex. Calgary, AB)
- ☐ LinkedIn URL (hyperlinked)

## How to Write an Accomplishment Statement



## Professional Summary

- ☐ 5-8 **ORIGINAL** bullet points (top skills; that match skills found in the job description; this is the section that will be changed to tailor the resume for each job application.)

**During Resume Tailoring, the below sections can be rearranged depending on experience, and job description prior to application.**

## **Skill Stack**

- ☐ Max 6-8 skills per category. If specific skills are mentioned in the job description it should be mentioned as a bullet point within the Professional Summary or Work Experience in the Accomplishment Statement Format
- ☐ Include all technical tools learned in program or familiar with
- ☐ Includes additional technical skills, programming languages, and soft skills

## **Education**

- ☐ Include the IT Certificate related to your program and graduation date
- ☐ Include the NPower Canada Program and graduation date
- ☐ Highest level of Education (high school or College/University - full or partial completion)
  - Diploma or Degree
  - Name of School
  - City, Province (example: Calgary, AB)
  - Graduation date (or Start and End date if partial completion)

## **Work/Volunteer Experience**

- ☐ Includes the following for each job:
  - Job Title
  - Company Name
  - City, Province (example, Calgary, AB)
  - Start date and End date (if currently working, put “Present” or “Current” on the end date)
- ☐ 3-5 Accomplishment statements per job
  - Consistent verb tenses (all current jobs in present tense, and all past jobs in past tense)
  - Follows the Accomplishment Statement format  
Action Verb + What you did + Result or Reason for performing the task

## **Certifications & Awards (optional section)**

- ☐ Name of certification/Award
  - Place of Award or Certification
  - City, Province (example: Calgary, AB)
  - Certification/Award receipt date