npower canada

NPower Canada Resume Editing Checklist

Formatting and aesthetics:

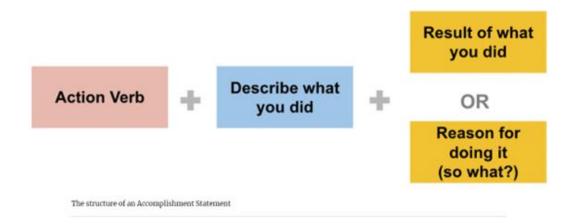
- ☐ Header and body fonts and colours are consistent
- ☐ All bullet points are aligned to the left
- □ All dates are right-aligned
- No spelling or grammar errors
- ☐ Ideal Resume Length
 - o Fewer than 10 years of relevant work experience: 1 page is ideal up to 2 pages
 - Over 10 years of relevant experience: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

Contact Information includes:

	irst and	Last name	(Preferred	Name	in E	Brackets	١
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- ☐ 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.)

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

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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					
Ed	ucation					
	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) o Diploma or Degree					
	 Name of School 					
	o City, Province (example: Calgary, AB)					
	 Graduation date (or Start and End date if partial completion) 					
Wo	ork/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					
0	Consistent verb tenses (all current jobs in present tense, and all past jobs in past tense)					
0	Follows the Accomplishment Statement format					
	Action Verb + What you did + Result or Reason for performing the task					
Ce	rtifications & Awards (optional section)					
	Name of certification/Award					
0	Place of Award or Certification					
0	City, Province (example: Calgary, AB)					
0	Certification/Award receipt date					