

RESUME/CV GUIDE

OVERVIEW

The purpose of your resume/CV is to demonstrate your suitability for the role you're applying to, by showcasing your strengths, skills, and education. Employers spend less than a minute evaluating your resume/CV and favor those that are concise, easy to read, and created in a familiar format. Use the following guidelines as you create your resume/CV.



CONTENT

It is advisable to concentrate on the content on your resume/cv first, and then decide how you'd like to present it. This will keep you focussed on ensuring all the relevant information is included in each of your headings.

Section Headings:

Group your experience to reflect your strengths. Common headings include:

- EDUCATION
- EXPERIENCE
- SKILLS
- CONTACT INFO
- PROJECTS
- LEADERSHIP EXPERIENCE
- COMMUNITY SERVICE
- PUBLICATIONS
- PROFESSIONAL AFFILIATIONS
- CERTIFICATIONS

Your resume/CV should include at least 4 core sections: Contact Information, Education, Experience, and Skills.

What to include in each section:

Contact Information:

Include name, email, phone number, and city/state at the top of your resume. Consider setting up a professional email address if you're currently using something more informal. Ideal your email should include your first and last name.

Education:

Include a summary of education and qualifications, including any you achieved from other countries.

Experience:

Start with your current job, or most recent employment and include at least 2 bullets on each, focusing on the impact YOU had. Start phrases with action verbs to convey enthusiasm and achievement.

Sample verbs include: Analyzed, Coordinated, Created, Developed, Evaluated, Implemented, Increased, Led, Maintained, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Trained, Wrote

Skills:

Include a list of categorized technical skills. Example: programming languages, software, tools, libraries, methods. For UK roles employers will also expect to see soft skills, such as leadership, problem solving, and innovation.

Caution: Never reveal confidential data on your resume/cv such as your social security/ national Insurance number or date of birth. Do not list a personal website if it includes any nonprofessional content.

BULLET POINT EXAMPLES

Your resume/ CV will stand out to employers if you demonstrate your past accomplishments instead of listing your job responsibilities. When crafting a bullet point, ask yourself:

What? *What is the big picture description?*

How? *What tools or technologies did you use?*

Why? *What was the overall purpose, impact, or result?*

How much? *Where can you quantify?*

See the examples below that take a job duty and turn it into an accomplishment.

ORIGINAL BULLET POINTS <i>(Job Duties)</i>	REVISED BULLET POINTS <i>(Accomplishment Statements)</i>
<ul style="list-style-type: none"> Helped rebrand product 	<ul style="list-style-type: none"> Increased brand awareness by 15%, recovered lost market share by 5%, and gained 200+ new clients by repositioning product with a new brand architecture and packaging design
<ul style="list-style-type: none"> Assisted in rating suppliers and minimizing product defects 	<ul style="list-style-type: none"> Created a vendor rating system to identify historically reliable suppliers, resulting in an 80% reduction in rate of product defects
<ul style="list-style-type: none"> Performed accounting year end closing tasks 	<ul style="list-style-type: none"> Reduced accounting year end closing period from 14 days to 7 days by optimizing financial reporting, automating processes, and improving data accuracy
<ul style="list-style-type: none"> Led a 3-year strategic plan for SMEs to increase revenues 	<ul style="list-style-type: none"> Led a 3-year strategic plan to help high-growth small and medium enterprises access critical project financing, increasing productive capacity and revenues by more than 20%.



FORMAT

Style:

Decide what impression you want your resume to communicate. Does it show that you are a leader, team player, artist, innovator, salesperson, or something else?

Length:

Best practice is to use a one-page resume for USA/ CAN roles and 1-2 pages in the UK. If you have 10+ years of relevant experience, you might benefit from a second page.

Font:

Choose a basic, easy-to-read font such as Times New Roman, Arial, Helvetica, Calibri, or Cambria in 10-to-12-point size. Use black font color.

Spacing:

Add double-spacing between sections and ensure page margins are between .5 and 1 inch to improve readability.

Layout:

Use bullets, bold, capitalization, and italics sparingly to call attention to the most important information. Leave some white space to create an uncluttered look, and for sections to be easily identified.

Order:

Within each section, list information in reverse chronological order (most recent first).

Professionalism:

Eliminate all errors by using spell check first (ensure it's set to the correct region for e.g English UK, or English US), and then by asking several other people to proofread. Your CSC will be happy to do this.

Document Title:

Use your name in the document title when saving and emailing your resume/CV as an attachment. Example: Tom.Wilson.doc

Caution:

Avoid resume wizards and software templates. They are difficult to edit and do not allow you to present information in the most effective format.

Remember:

- The information provided in this document will help you build a great resume/CV. However, you will likely need to make amendments each time you apply for a role to ensure you match your qualifications to the specific job requirements.
- Relevance is key; all information included in your resume/CV should be relevant to the job you're applying for. If it's not relevant, remove it.
- Connect with your CSC for any and all resume/CV questions.