

RESUME PRESENTATION TIPS

These guidelines have been prepared to assist with resume preparation. Included are the main sections that are recommended and the level of detail that will help ensure your experience, education, and skills are clearly identified when applying for a position.

Contact Information	<p>First Name, Last Name Street Address, Apt. No. City, Province, Postal Code Area Code/Telephone Number/Cellular Number Email Address</p>
Employment ... present in the following manner	<p>Company Name and location (City, Province) Dates of Employment - mm/year - present - identify the start and finish dates for all employment including the month and year of start and finish. i.e. Sept 2006 - June 2010</p> <p>Your Job Title: Describe your duties, skills, responsibilities:</p> <ul style="list-style-type: none"> • State your major accomplishments, achievements, skill area. • Start each with an action verb; try to keep each to 1-2 lines. • Use an asterisk (*), dash (-), or bullet (•) to draw attention to each statement. • Give specific results to show your qualifications. • List your most important accomplishments first. • Try and capture the essential roles and duties of the position. <p>If you have supervision experience make sure it is clearly identified with the word supervised.</p> <p>Use the above format for additional employers. Start with your most recent position and work backward. Give the most space/detail to more recent and more relevant work to the position being applied for.</p>
Education	<p>List all education from most recent to earliest in Month and Year format mm/Year. i.e. Sept 2006 - June 2010</p> <ul style="list-style-type: none"> • Identify if you have obtained a Diploma/Certificate and for all education. • If the essential qualifications indicate that a High School Diploma is required ensure that it is listed in this section of your resume, regardless of whether or not you have post-secondary education. <p>Complete an entry for all education. List any specializations that you have obtained.</p>
Other Courses	<p>This section can be used for listing courses that you have taken. Some examples of courses:</p> <ul style="list-style-type: none"> • MS Office, WHMIS, First Aid, CPR....
Special Skills &	<p>List any additional information that you feel is pertinent to the position being applied for.</p>
References	<ul style="list-style-type: none"> • References Available <p>Keep references on a separate page and do not include in the body of your resume.</p>

NBCC EMPLOYMENT APPLICATION TIPS

Include:

Contact Information	<ul style="list-style-type: none"> ✓ Contact information about where you can be reached during regular working hours ✓ Make sure to use a valid email address ✓ If not a Canadian citizen, clearly indicate your eligibility to work in Canada at the time of application (or in the body of the cover letter)
Work Experience	<ul style="list-style-type: none"> ✓ Company name, location, and full date details (months and year) ✓ Information, bullet points preferred, about relevant transferable skills, not just duties performed—match specific skills or duties with requirements found in the job advertisement ✓ Use reverse chronological (most recent to past experience) in all sections
Education	<ul style="list-style-type: none"> ✓ <u>Date range to completion for all certifications/diplomas</u>, especially if the job ad specifically asks for a 2 year diploma or 1 year in a particular area of study ✓ Required education qualifications, along with any supplementary relevant education NOTE: Trade/Red Seal specific education should be stated clearly with <u>date received included</u>
Other Courses	<ul style="list-style-type: none"> ✓ Relevant courses for the position; avoid listing irrelevant programs or courses ✓ If appropriate, details such as institution name, location, dates, and relevant points related to knowledge, skills and abilities acquired
Special Skills & Abilities Optional Section	<ul style="list-style-type: none"> ✓ This section can be found either at the top of the resume before education or in the last part of your resume ✓ Use this as a section to add more information about how you offer what the 'required qualifications ask for' or to highlight aspects of yourself not clearly identified in the rest of your resume.
References	<ul style="list-style-type: none"> ✓ 3 references are, usually, needed; preferably past and current employers or supervisors ✓ Be sure to notify references that they may be contacted; should be able to attest to your performance in past work roles
OTHER TIPS	<ul style="list-style-type: none"> ✓ In either or both of the letter and resume make sure to 'MATCH' information clearly to demonstrate how you as a candidate meet the minimum qualifications ✓ Do not assume a reader will interpret a match to what is being asked for—be specific!