**The main purpose of your resume is to obtain an interview.**

An effective resume requires many hours of preparation, but it is worth the effort.  Also, it is preferable to work on your résumé yourself, as you are better able to personalize it. When you have completed your draft, you may ask someone more experienced to review it.  But take the time to compose it yourself so that if reflects your career ambitions and shows the employer who you are.

Everyone needs a resume that reflects and pleases them.  It must be concise and not contain unnecessary information.  Generally, two pages are ideal. Preparing a career inventory is also advisable to help you design a personalized resume for every position for which you apply.

**Career Inventory**

How can you personalize or target your resume without it becoming too much work?

The career inventory lists all personal and professional achievements.  Each experience should be described in a few lines.  Descriptions should be clear and straight-forward; they should showcase you and what you have accomplished.  Descriptions should be in the past tense.  For example: Organized the electoral campaign for the students' association and achieved a 20% increase in participation.

- When you are designing your resume, select sentences of interest to the employer in terms of the position for which you applied.

- Resume developed this way may be modified or adapted to each position.

- Review these comments and use them when the employer asks you to talk about yourself.

- Highlight your achievements.

# Resume Check List

**General Information**

☐ Are your name, address, telephone and e-mail information complete?

☐ Are Education & Experience in chronological order, starting with the most recent?

☐ Are Qualifications & Accomplishments described in sufficient detail?

☐ Have you clearly indicated extracurricular activities?

☐ Have you mentioned your professional associations?

**Visual presentation**

☐ Is your resume attractive, interesting and professional-looking?

☐ Good use of space, text not too compressed?

☐ Information is easily located, job titles are clear?

☐ Errors in spelling, grammar, punctuation?

☐ No useless or unnecessary information?

☐ No too long or too short?

☐ Style is simple and direct and should be no more than 2 pages in length.

☐ Has your résumé been reviewed by an Employment Counsellor or someone else?

**General Impression**

☐ Your resume should clearly state your education, abilities, work experience and interests. It should be on accurate representation of who you are and it should be presented in a manner that would interest a potential employer.

**What is a professional achievement?**

These are accomplishments that were beneficial to your employer; e.g., creating concepts, developing creative ideas, designing projects (on which you provide details, of course), increasing sales (state numbers without inflating them), improving employee relations.

It may also involve challenges that you have taken up or a prize or special award you have received.

For example;

"As secretary of the student council of my college, I set up a personalized orientation system for new students, which increased their satisfaction level and reduced their adaptation time".

**Additional tips:**

1.  There is no official design for a perfect resume; every case is different.  Modify it when it is required.

2.  Use good quality white or light-colored paper.  Use the same paper for your letter.

3.  Only discuss your career objective if it is relevant to the position for which you are applying.

4.  Stress your qualifications that relate to the desired position and draw up a complete list of all the special abilities and skills you have acquired.  You may want to ask a relative or someone who knows you well to help you with this.

5.  Are the verb tenses you are using consistent and appropriate?

**Information you should <u>never</u> include in your resume:**

- Age, sex, race, religion or ethnicity.  This information has been used in the past to discriminate against certain groups and cannot be requested.

- Marital status, family situation (number of children, their ages, your spouse's name)

- Social Insurance Number

- A photograph (unless it is relevant to the job to which you are applying, such as modeling)

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