

## **Creating a Resume**

Your resume is your personal marketing tool. This will lead to an interview and hopefully will secure employment. Everything your resume includes must be a true reflection of you and you must be able to speak to every item in your resume. If you say you are organized you must be prepared with examples to back up that your organizational skills. Language used should always be clear, concise, and concrete.

### **Personal Information**

It is important that information is accurate and professional. Phone numbers should have professional voicemail messages and email should have professional addresses. Cutesy messages and email address may turn potential employers off.

- Name
- Address
- Home Number
- Cell Phone Number
- Email Address

### **Career Objective**

Your career objective is a one or two sentence statement that provides the potential employer with a snap shot of your skills and what you can do for their company.

Example:       To obtain employment within Company ABC where I can utilize my work ethic, team work skills, safety awareness and willingness to learn for the benefit of your company.

### **Key Strengths and Attributes**

The section is three to four sentences or bullet statements that address the most important strengths and attributes you will bring to the potential employment situation. It is a place to align your key skills and attributes to what the employer has stated in their job description.

### **Work History**

In this section you will supply the names of companies you have worked for your position and the responsibilities and duties. It is also important to include dates; as many employers will look at your employment track record as a sign of your reliability and workplace success.

In this section you make a choice between three to four sentences which describe your duties, or three to four bullet statements that also describe what you did. A good formula to remember is

**ACTION VERB + OBJECT + RESULTS**

It is important to include relevant jobs to the position you are applying for and you need only go back 10 to 15 years.

**List Volunteer work.**

**Education and Certificates**

This is where you highlight your learning and training. Start with the name of the institution, location, and area of study, relevant courses and skills acquired along with the dates of when you attended.

**Awards**

If you have received any awards from employers or other organizations this is the place to highlight those achievements. Include the name of the award, a brief description of it and the date received.

**Community Involvement**

Some employers like to see that potential employees are involved in their communities through service clubs and other volunteer experiences. This involvement demonstrates your willingness to engage and be a part of the community you live within.

**References**

Most organizations request references. These should not be family members. Your references are individuals who will vouch for your skill sets, work ethic, positive attitude and what you contribute to the work environment. If you list references on your resume, contact them first to let them know the Job(s) for which you are applying, and ask them if it is okay for potential employers to contact them.

You will need their name, position, company/organization, email address and phone number.

Please complete the following form:

**Personal Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Career Objective**

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**Key Strength and Attributes**

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**Work History**

Employer \_\_\_\_\_

Location \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Position \_\_\_\_\_

Responsibilities and Tasks (remember ACTION + OBJECT + RESULT)

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Employer \_\_\_\_\_

Location \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Position \_\_\_\_\_

Responsibilities and Tasks (remember ACTION + OBJECT + RESULT)

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Employer \_\_\_\_\_

Location \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Position \_\_\_\_\_

Responsibilities and Tasks (remember ACTION + OBJECT + RESULT)

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**Education and Certificates**

School/College/University/Training \_\_\_\_\_

Location \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Program or Area of Study \_\_\_\_\_

Courses taken and skills acquired \_\_\_\_\_

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What was achieved? \_\_\_\_\_

School/College/University/Training \_\_\_\_\_

Location \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Program or Area of Study \_\_\_\_\_

Courses taken and skills acquired \_\_\_\_\_

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What was achieved? \_\_\_\_\_

Awards

Name \_\_\_\_\_

Description \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Description \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Description \_\_\_\_\_

Date \_\_\_\_\_

**Volunteering**

Organization \_\_\_\_\_

Your Role \_\_\_\_\_

Dates of Involvement \_\_\_\_\_

Organization \_\_\_\_\_

Your Role \_\_\_\_\_

Dates of Involvement \_\_\_\_\_

**References**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

**Additional Information you would like to share on your resume**

**Joe Cranbrook (Combination Style Resume Example)**

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555 5<sup>th</sup> Street South  
Cranbrook, BC V1C 5V5  
Home (250)555-5555

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**PROFILE**

[ Describe who you are professional, including your career field, level of experience and industry. Summarize the relevant experience, skills, achievements and education that demonstrate your qualifications for the position. Include years of experience in your field, key skills, areas of expertise, personal characteristics and any significant accomplishments (quantify with measurable terms) that directly support your career objective. Include specific credential, training or degrees if required for the position. ]

**ACCOMPLISHMENTS**

- [ Your most significant career achievement (quantify with measurable terms).]
- [ An example of an accomplishment that positively impacted a previous company. ]
- [ An achievement that supports your career objective.]
- [ A significant accomplishment that produced quantifiable results. ]
- [ Another accomplishment, achievement, award or promotion. ]

**EXPERIENCE – LIST ALL APPROPRIATE POSITIONS**

[ Company Name ]

[ City, Province ]

20xx -20xx

[ Job Title or Position ]

[ Describe your roles, responsibilities and accomplishments in this position, highlighting those areas relevant to your job target. Emphasize the skills or personal characteristics that enabled you to succeed in this position and that support your career objective. ]

- [ List a significant achievement in this position, providing quantifiable examples of how your work has benefited the company. ]
- [ Include skills or traits that support your ability to succeed in your career objective. ]
- [ List other accomplishments relative to your job target (quantify with measurable terms). ]

**EDUCATION**

20xx

[ School Name ], [ City, Province ]

**SKILLS**

- [ Skill Area: List several related skills (separate with commas). ]
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**REFERENCES**

Employer's Name, Title – Business  
(250) 555-5555

Employer's Name, Title – Business  
(250) 555-5555

Employer's Name, Title – Business  
(250) 555-5555