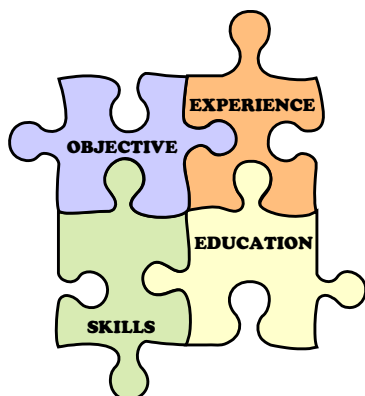


Step-By-Step Guide to Resume Writing

There are 4 main components to a basic resume:



This simple guide breaks down and discusses each component in details, and provides examples applicable in a variety of fields and industries. Accompanying this step-by-step guide is also a **sample resume in the last page**, so readers can see how the components ultimately come together in a resume.

Objective, Page 2

Tell employers what position you are applying for, field you are interested in working, as well as what do you have to offer

Skills, Page 3

Give employers a "Coles Notes" version of the skills you possess that are relevant to the job you are applying for

Experience, Page 4

Discover ways to showcase your work/volunteer experience to highlight tasks and responsibilities

Education, Page 5

Learn to outline your education (and make it relevant), training, and certifications

Need more information? Come visit an advisor in Career Programs in 116A!

HOW TO CREATE AN OBJECTIVE

Why do this? To tell employers what position you are applying for. Since it is placed at the beginning of a resume, it can also serve as an introductory "hook" to motivate employers to read the rest of your resume.

Basic Template

To gain experience in (career field), where I can contribute my (skill #1) and (skill #2)

For example: To gain experience in the banking industry, where I can contribute my financial knowledge and organizational skills

Sample Objectives

- An opportunity to exercise my passion in health and wellness by working in the Fitness and Recreation Field
- Contribute my energy and enthusiasm working with people in Tourism and Customer Service related positions
- A position in Trades and Technology, where I can demonstrate my expertise and skills in auto mechanics
- Apply my knowledge and skills in Graphic Design to exciting projects in the Advertising industry

Tips for Success

- Tell employers what you can do for them, not what they can do for you
- Be concise – use no more than 2 lines to avoid wordiness
- Be specific – saying "seeking for work experience" doesn't cut it; answer the question "what type of experience are you looking for, and what do you have to offer in return?"



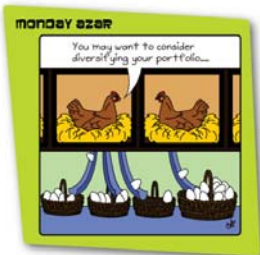
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HOW TO CREATE A SUMMARY OF SKILLS

Why do this? To give employers the skills and qualities you have relevant to the position you are applying for.

Skill Types

- **Adaptive** Skills that can help you adapt to various situations; some of these can be considered as personality traits, such as punctuality, hardworking, enthusiastic
- **Transferable** Skills that can be transferred from one job to another, for example, learning multitasking from juggling between homework of various subjects, to working as a barista in a coffee shop
- **Job-Related** Skills that are specific to the job, such as knowing how to use design programs to become a Graphic Illustrator



Sample Skills

Note: The *italicized text in brackets* are just commentary for you to see why the skill listed is relevant to the job – they would not be included in your actual resume, but you should do this when you are planning the content for your bullet points.

Library Assistant

- Organizational skills (*your main duty is to sort books and files in a precise manner*)
- Can lift boxes up to 20 kg (*you may carry and transport books to various places*)
- Ability to follow instructions (*you will report to your supervisor for additional duties*)
- Responsible and reliable (*working alone at times, you are expected to manage your own work*)

Childcare Attendant

- Likes working with kids (*if you don't like working with kids, this job really isn't for you*)
- Certified First Aid Level A (*this is a mandatory requirement for childcare workers*)
- Patient and caring (*you will need to let kids take their time when attending to them*)
- Enthusiastic and cheerful (*to get kids' attention, you will need to engage them positively*)

Electrician Assistant

- Creative problem solver (*you will troubleshoot electrical problems and do some "detective" work*)
- Understands general electrical systems (*some theoretical knowledge is required*)
- Customer service skills (*you will be interacting with clients and ask what needs to be fixed*)
- Fast learner who is efficient (*like any other job, it is beneficial if you learn skills and apply quickly*)

Art Gallery Exhibit Attendant

- Familiar with local art and artists (*previous general art knowledge is an advantage*)
- Take pride in work (*it is important to have passion in what you do*)
- Confident public speaker (*you may be asked to tell guests about the exhibits*)
- Get along with co-workers (*exhibitions are highly project-based and require teamwork*)



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HOW TO SHOWCASE YOUR EXPERIENCE

Why do this? To show employers the previous experience you have that is relevant to the job you are applying for.

Basic Components

- **Position Title**
What did you do? (Big picture)
- **Employer Information**
Who did you work for?
- **Employment Dates**
When did you do this?
- **Duties and Accomplishments**
What did you do? (Fine details)
This is typically done with point form statements that start with **action words**, and use between 3-5 bullet points.



Sample Work Experience

	POSITION TITLE	EMPLOYER INFORMATION	EMPLOYMENT DATE
DUTIES	Customer Service Representative,	Lougheed Town Centre,	Nov 2007-Apr 2009
	• Answered customer and general public inquiries in person and via phone		
	• Sold shopping centre gift cards by operating the Point-of-Sale system		
	• Assisted with special events and promotions organized by Mall Administration		
	• Liaised with Mall Administration, Security, and Maintenance on day-to-day issues reported to Customer Service Centre		

Now, can you identify the components in the volunteer experience below?

	Event Volunteer,	Vancouver International Children's Festival,	May 2009
	• Contributed over 30 hours as part of the Burnaby North Secondary School Work Experience Program		
	• Welcomed guests to the festival and gave out maps and directions to various tents and booths		
	• Assisted in the Kite Making Tent by giving participants step-by-step instructions and assistance on how to assemble kites together		
	• Received compliments from families and supervisor on a job well done		



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HOW TO OUTLINE YOUR EDUCATION & TRAINING

Why do this? To let employers know what you are studying and any training you have undergone, and how these subjects might relate to the position you are applying for.

Basic Components

- **Certificate, Diploma or Degree**
- **School Name**
- **Date Range**

The duration of time you have been in school or training program – if your education is still in progress, be sure to write "Present" (for example, "2007-Present")

- **Relevant Courses**
Courses you have taken that would be relevant to the position you are applying for
- **Achievements or Awards**
Any recognition you received for academic or extra-curricular achievements



Sample Education Section

	DIPLOMA	SCHOOL NAME	DATE RANGE	
	High School Diploma,	Burnaby North Secondary School,	Sept 2007-Present	} COURSES
A	• Relevant courses taken: Tourism 11 and 12, Marketing 11 and 12,	Psychology 12 AP and Entrepreneurship 12		
W	• Achieved Honour Roll from Grade 11 and Grade 12			
A	• Received Community Service Award for over 100 volunteer hours annually in Grade 10, 11, and 12			
R				
D				
S				

Sample Training Section

Requires fewer details and therefore is more concise

CPR Level A with AED Certificate, St. John Ambulance, 2009
FoodSafe Certificate, Fraser Health Authority, 2008

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IVANNA JOB

1111 One Street
Burnaby, BC, V5A 1X1

Phone: 555-555-5555
Email: ivanna.job@gmail.com

OBJECTIVE

Contribute my energy and enthusiasm working with people in Tourism and Customer Service related positions

SUMMARY OF SKILLS

- | | |
|---------------------------------------|----------------------------------|
| ✓ Strong team player | ✓ Great interpersonal skills |
| ✓ Can multitask in a busy environment | ✓ Responsible and reliable |
| ✓ Resourceful and helpful | ✓ Experience with general public |

WORK & VOLUNTEER EXPERIENCE

Customer Service Representative, Lougheed Town Centre, Nov 2007-Apr 2009

- Answered customer and general public inquiries in person and via phone
- Sold shopping centre gift cards by operating the Point-of-Sale system
- Assisted with special events and promotions organized by Mall Administration
- Liaised with Mall Administration, Security, and Maintenance on day-to-day issues reported to Customer Service Centre

Event Volunteer, Vancouver International Children's Festival, May 2009

- Contributed over 30 hours as part of the Burnaby North Secondary School Work Experience Program
- Welcomed guests to the festival and gave out maps and directions to various tents and booths
- Assisted in the Kite Making Tent by giving participants step-by-step instructions and assistance on how to assemble kites together
- Received compliments from families and supervisor on a job well done

EDUCATION & TRAINING

High School Diploma, Burnaby North Secondary School, Sept 2007-Present

- Relevant courses taken: Tourism 11 and 12, Marketing 11 and 12, Psychology 12 and Entrepreneurship 12
- Achieved Honour Roll from Grade 11 and Grade 12
- Received Community Service Award for over 100 volunteer hours annually from Grade 10 to Grade 12

CPR Level A with AED Certificate, St. John Ambulance, 2009

FoodSafe Certificate, Fraser Health Authority, 2008

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