

# First Name Last Name

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## SKILLS

- Include skill statements that are applicable to the job. The knowledge, and personal skills. Could be five to seven skills.
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## EDUCATION

**Degree Title** | School, Location | Class of 2020

- Academic accomplishment (e.g., Dean's List, Honors, adds value), Major, etc.
- Currently completing year three of four.
- Highlight courses and project work for technical skills developed.

## WORK EXPERIENCE

**Job Title** | Company Name, Company Location | Month-Month Year (hrs of commitment)

- Start bullets with action verbs. Summary line outlining focus and scope of work using concise bullet points (one to two bullets). Do not use "responsible for", "duties include", or "I". Typically go back the last three to five years. Start with most recent.
- Include benefit/contribution/accomplishment statements (e.g., "Increased sales by 10%").
- Include skills/competencies gained (as they relate to the position on your resume).

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## COMMUNITY INVOLVEMENT

**Volunteer Job Title** | Organization, Location | Month-month Year (hrs of commitment)

- Summary line outlining focus and scope of work using concise bullet points (one to two bullets). Do not use "responsible for", "duties include", or "I". Typically go back the last three to five years. Start with most recent.

### Contact Section

Include your name and contact information. Only need one telephone number. Include your LinkedIn URL. If you don't have a LinkedIn profile, SCC recommends students create one. Do not include a picture on your resume.

### Skills Section

Employers want to see what you can do. Skills are a mix of personal, transferable, and technical and are dependent on the job. If you are applying for many different types of jobs, have different resumes that are customized for the job and organization. If your resume is too general, employers will not read it.

### Education Section

Start with your StFX program. Include your degree and major (if successfully declared). Also, include what year of what year you have completed. Content on a resume normally goes back the last three/four years.

If you have completed credits at another institution, you can include this on your resume as a bullet under your StFX program. Example: Completed 60 science credits at University of ABC and transferred to StFX.

### Work Experience

Start with your most recent. Include your job title, organization, location, dates, and hrs of commitment. This information provides context for the employer.

### Work Experience

Writing work descriptions is a three-step process. Step 1: brainstorm an answer to the question "What did you do in this role?" Write down a description and include some details. Step 2: Edit your answer so that it fits the resume description requirements (see below). Step 3: Proofread and edit for grammar.

Writing descriptions Requirements:

- Start with the verb, not "responsible for" or "duties include."
- Use some adjectives to describe how well you did something.
- Quantify (how many/much)
- Add an accomplishment/benefit/contribution. This is critical step if you have taken on a leadership role (i.e. President, StFX Student Society).

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## COMMUNITY INVOLVEMENT Continued

**Volunteer Job Title** | Organization, Location | Month

- Summary line outlining focus and scope of work and benefit/contribution/accomplishment statements. Start with "responsible for", "duties include", or "I". Typically go from most recent.

## EXTRACURRICULAR

- Member – Professional Organization
- Current, concrete, or interesting activities (music, sports, theatre, and etc), listing the time you commit and your role

Your name and contact info should be on both pages of your resume. Could be included in the header.

### **Community Involvement Section**

Write descriptions as some employers value community involvement as much as work experience. Follow the same guidelines as outlined above in the work experience section.

Hours of commitment must be included in this section. This will help the employer to determine how busy you were in the experience and where you spent your time. It can be measured in hours/week, /month, per term, or total hours

### **Extracurricular Section**

Some employers like to see what you do outside of work or volunteering.

## **Overall Resume Appearance Tips**

- Two pages max, single space, 11/12 font, 2.54 cm margins (requirement). Some employers prefer one page resumes (i.e. finance roles). Do your research on the company and job.
- Text should be readable, concise, contain specific info, with strong action verbs (accomplished, conducted)
- Balance between text and white space. Don't make your resume look too busy. If the employer can't scan it quickly, it is not an effective resume.
- Be consistent with how your information is presented.
- Information in reverse chronological order (recent to oldest)
- Customized your resume for the job (have different resumes for different jobs). This is essential!! If you are applying for four vary different jobs, have four different resumes.
- Follow the employers' tips for applying. Some employers will have a resume tip section on their website. Follow their instructions for resumes and application directions. Failure to do so could mean that you are not invited to an interview.
- For technical IT-related roles some employers may ask for time spent using a technical skill.
- **Most important tip: Get your resume reviewed by the STFX Student Career Services BEFORE sending it to an employer.**
- A good resume takes more than 20 minutes to write. An effective resume is one that convinces an employer they should invite you to an interview. As you create your resume, always think about who will be reading your resume and what you hope they learn about you that convinces them you are a candidate for the job.

## **Tips for Customizing your Resume**

1. Read the job ad
2. Highlight the key words/qualifications
3. Take each key word/qualification, pick an experience (education, work, volunteer, extracurricular) that demonstrates your ability.
4. Use similar words in your resume