

## **Resume Formats:**

Hiring managers are looking for candidates who describe his or her skills and achievements to connect them with a particular job. They like to see the career progression and the impact made at each position.

Examples of headings:

Objective  
Summary of Qualifications  
Career Summary  
Education and Training  
Computer Skills  
Other Training  
Volunteer Work

### **Objective**

The objective should be for the position you are applying for only.

### **Summary of Qualifications/Career Summary Statement**

A career summary statement of your qualifications for the job you are applying for, placed at the top of the first page of your resume, is an excellent way to highlight your key qualifications. The balance of your resume should support the statements.

You can use several titles beside 'Summarize Your Qualifications':

- Career Summary
- Personal Profile
- Highlights of Skills and Qualifications

Example of Summary of Qualifications include:

- Over 10 years of experience in administrative support
- Excellent computer skills, experience using Microsoft Word, Excel and PowerPoint
- Extensive work experience with the general public
- Strong communication and organizational skills
- Exceptional problem solving and time management experience

Example of Career Summary

A self-motivated and organized professional with over 25 years of management experience. Dedicated team player committed to providing high quality support. Excellent problem-solving skills, strong leadership, communication and presentation skills.

### **Skills and Experiences**

Include paid experience, volunteer experience, extracurricular activities, education, etc.

Always include your computer skills – what software programs do you have experience in – what computer courses have you taken – why is this important?

Think about your skills in the following areas:

Computers, research, written and oral communication  
Creativity, project management, problem solving  
Analytical, budget/financial, training/facilitation

### **Professional Work History**

Include the title of your position, the name of the organization, the location of work (city), and the dates you held the position.

Describe the most relevant work responsibilities relevant to the job ad, with an emphasis on achievements using action words to communicate your skills – list the most important and related responsibilities first.

Avoid repeating the same information or similar job tasks for more than one employer - focus on your accomplishments for each position – be brief with the irrelevant experiences or omit them.

Remember that employers are interested in what you did recently - if your career history spans over a number of years, focus on the last 10 to 15 years - prior history can be briefly mentioned if the experience is relevant to the position you are applying for.

### **Document – Quantity or Quality**

Focus on money, time and amounts in relation to your accomplishments.

Consider the following questions:

What did you do to save your former employer money?

How did you increase income/production? By how much?

Did you manage a budget? What was the amount of the budget?

Did you train staff? How many? How often?

Did you recruit staff? How many? For what positions?

### **Education**

This category is particularly important if you have not had a great deal of work experience. List your most recent educational experience first.

If you have graduated within the last five years, your education can be found before work experience.

Include degrees, institution(s) attended, special workshops, and seminars.

Always list your computer skills/software (Word, Excel, Access, PowerPoint, Graphic programs, etc.)

### **Volunteer Experience**

It is always a good idea to include volunteer experience, especially if the skills you used will enhance the qualifications for the job you are applying for.

### **References**

When including reference names, they should be included at the end of your resume on a separate page. The list should include their name, title, full employer name, address, business and home telephone numbers, and their connection to you, i.e. former supervisor.

Be sure to ask the reference names if they would be willing to be a reference for you prior to mentioning their names to prospective employers.

If you have written reference letters from former employers, you can include copies with your resume if you are including other reference names – expect the interviewer to call these candidates for a verbal reference.

### **Transcripts, Licenses, Certificates**

Please do not attach transcripts, licenses or certificates when applying. If the hiring manager requires this information, and you are selected for an interview, you will be asked to bring the original copies to the interview.