

RESUME SAMPLE

NAME

Full Address

Phone number/e-mail

LinkedIn URL (if available and ready)

HIGHLIGHTS OF QUALIFICATIONS (optional/position focused)

- # yrs experience related to the position
- credentials/training/education relevant to the position
- One or two skills/strengths with qualifying statements to back it up
- Skills/strengths or knowledge relevant to the position
- Work ethic or values or technical skills relevant to position

EDUCATION

Bachelor of

year – present

Major area of study; minor

McMaster University, Hamilton, ON

- Add relevant subjects or research/projects undertaken with brief description
- Add academic awards if significant

EMPLOYMENT EXPERIENCE

Position Title (in bold)

(Summer) Dates

Name of company or organization, city, province

- Use one liners to describe your relevant activities in that position
- Use action verbs to give your one-liners more impact
- At least one of the one-liners should describe an initiative you took or an achievement you had with results
- Consider using SAR formula (situation, action, result)
- Emphasize your transferable skills (leadership, organization, team work, etc.)

Position Title (in bold)

(Part-time) Dates

Name of company or organization, city, province

- Trained staff on cash, debit and credit transaction to ensure consistent and effective operations
- Responded to customers in an attentive manner while working in a busy downtown retail store
- Entrusted with manager's responsibilities while manager was off site and on vacation



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Author/Reviewed By: SSC Staff

RESUME SAMPLE

VOLUNTEER EXPERIENCE (OR/AND EXTRA-CURRICULAR ACTIVITIES)

Position Title **Dates**
Name of club, charity, event, city, and province

- Describe what you did in this position and how it affected the goals of the organization.
- Emphasize your transferable skills and any achievements
- List the positions you held in student and voluntary organizations; treat them like paid positions.
Examples of extra-curricular can include Job Shadow and Career Field Experience

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Name of club, charity, event, city, and province

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INTERESTS (optional)

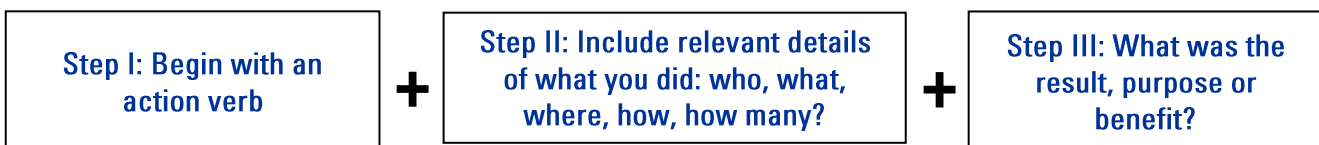
- Tennis: Competed extensively through Canada in various junior and senior tournaments
- Drama: Took major roles in high school and university drama
- Public Speaking: Joined the local toastmasters group to improve speaking skills

ADDITIONAL HEADINGS

Use different headings in your resume depending on relevance to the position you are seeking. Professional Profile, Research Experience, Relevant Experience, Additional Experience, Technical Skills, Awards and Grants, Lab Experience, Conferences and Presentations, Publications, Community Involvement, Professional Development

EFFECTIVE RESUMES INCLUDE ACCOMPLISHMENT STATEMENTS

Create an effective resume by targeting it to the position to which you are applying and using accomplishment statements that give a clear impression of your capabilities and success:



Example:

- Provided customer service
- Provided customer service in a busy retail environment resulting in the creation of a loyal customer base and improved sales by 10%