

Resume Sample

Name

Address (include at least your city, province)

Phone number/email

LinkedIn URL (if available)

Highlights of Qualifications (Optional/job specific)

- Experience related to the position (include the number of years if applicable)
- Credentials, training and education relevant to the position
- Skills, strengths or knowledge relevant to the position with qualifying statements to back it up
- One or two skills or strengths that could be considered assets to the position
- Work ethic or values or technical skills relevant to the position

Education

Degree (i.e., Bachelor of Arts): timeline

Major area of study; minor

McMaster University, Hamilton, ON

- Add any relevant subjects taken with a brief description of your learning (use action verbs).
- Add research or projects undertaken with a brief description or results if possible.
- Add academic awards if significant.

Employment Experience (Other options: Experience, Volunteer Experience)

Position title: timeline

Name of company or organization, city, province

- Use one or two lines to describe your relevant activities in the 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 the SAR formula (situation, action, result).
- Emphasize your transferable skills (leadership, organization, teamwork, etc.).

Position title: timeline

Name of company or organization, city, province



- Trained staff on cash, debit and credit transactions to ensure consistent and effective operations.
- Attentively responded to customers while working in a busy downtown retail store.
- Entrusted with manager's responsibilities while the manager was off site and on vacation.

Extra-curricular Activities and/or Volunteer Experience

- List the positions you held in student and volunteer organizations. Treat them like regular jobs. Extra-curricular examples can include job shadows, MSU clubs, Faculty associations, etc.

Position title: timeline

Name of club, charity, event; city, province

- Describe what you did in this position.
- Emphasize your transferable skills and achievements.

Technical Skills (Optional)

You can adjust headings to be more specific or general ("Computer Skills," "Language Skills," "Business Skills," "Additional Skills," "Related Skills," etc.) This is where you add any relevant hard skills or knowledge areas. Depending on the position, this heading may be on the first page.

- Programming languages: C/C++, Visual C++, Visual Basic
- Graphic programs: Corel Draw, AutoCAD
- Office applications: MS Word, MS Excel, MS PowerPoint

Interests (Optional)

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

Additional headings

Use different headings in your resume depending on relevance to the position you are seeking. Some suggestions:

- 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

Present your contributions by using accomplishment statements that give a clear impression of your capabilities and success:

1. Begin with an action verb.
2. Include details of what you did: Who, what, where, how, how many?
3. What was the result, purpose or benefit?

Examples

Provided customer service:

- Provided customer service in a busy retail environment, resulting in a loyal customer base and improved sales by 10%.

Initiated reorganization of file system:

- Initiated reorganization of a file system, which made client information more accessible to non-profit organization staff.

