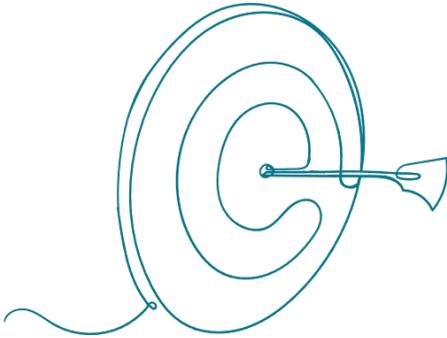


Resume Tips



Make sure your application—and your resume in particular—hits the mark.

TIP #1 – Tailor your resume to the job posting

Ensure your resume highlights how you meet the specific education and experience requirements as outlined in the job posting – no two resumes should ever look the same.

TIP #2 – Highlight your qualifications

Consider including a “Highlights of Qualifications” section at the top of your resume. Use bullet points to briefly summarize how you meet the specific requirements of the position you’re applying for (e.g. if the posting asks for three years of experience leading a team and you have five years of experience leading teams, be sure to note this). Be sure to elaborate on these highlights by including details in the body of your resume.

TIP #3 – Ensure attention to detail

Pay close attention to spelling, grammar, punctuation, and font size and style. Little details go a long way in demonstrating your professionalism.

TIP #4 – Pay attention to format

There are different options for formatting your resume, but a chronological resume is the clearest. This style lists your employment history in reverse date order (i.e. your most recent employment first)

TIP #5 – Include the months and years of employment

This will ensure that the hiring panel can determine exactly how much experience you have.

TIP #6 – Avoid acronyms

Ensure you spell out acronyms. You never know who’ll be reading your resume, and you want to ensure that everyone reading it will understand what you’re talking about.

TIP #7 – Skip the soft skills section

Knowledge, skills, and abilities (e.g. great team player, adaptable, strong communication skills) are assessed through pre-interview testing and/or an interview. Save space on your resume and concentrate on the specific responsibilities you’ve had.

TIP #8 – Update your resume regularly

You’re constantly developing and learning new skills. Keep an inventory of training you’ve taken, projects you’ve worked on, initiatives you’ve led, etc., and pull these into your resume when relevant to the position you’re applying for.