

Resume Writing & Online Job Applications – Fact Sheet

Finding a job is a job in itself and can be very exhausting. It is an ongoing, repetitive process with a bunch of challenges and hurdles to overcome. Apart from the various methods and strategies you have been using, one important tool to gaining employment is preparing an impactful resume. So, let's walk you through a few simple steps to make sure you create an impressive resume to apply for the advertised position.

Parts of your Resume

Personal Information	Name	
	Address	Not Mandatory
	Phone Number	Make sure you activate your voicemail, record your professional message and remember to check your voicemail regularly
	Email Address	It should be professional. Avoid using DOB and personal information
	LinkedIn URL	If you have one, customized if possible
Professional Summary / Career Objective	This is a short (but sweet) introduction designed to showcase your skills, experience, and attributes in a way that captures the hiring manager's attention.	Summarize your key points. Most relevant strengths and features of your experience.
		Well defined and customized to convey your objective of the resume
Skills	It is important to have an inventory of your skills.	
	In this section list the strongest skills that make you the best candidate for the position. In a combination resume, you need to elaborate on these skills.	
Work / Employment History (depending on type of resume format and position you are applying for), Volunteer Experience	List all your previous jobs in this section including title, dates, name of company, location and duties	
	Add the years you worked at each job (don't add months)	
	Change the job titles to reflect the Canadian context.	
	Include "unpaid" work if it gives you Canadian experience and is a match to the occupation you want	
	Quantify your results (by using numbers) wherever possible when listing duties and responsibilities (SARs)	
Education, Training and Certifications, Professional Memberships	This section should include any degrees, diplomas and/or certifications you have obtained in a chronological order	
	Include all professional development/training courses you have attended as relevant to the position	
	List your job mandatory certifications	
	If you had your education/credentials evaluated by a recognized assessment service, include your equivalency information in this section	
	If you are a member of any Canadian professional associations, include the information in this section	
Awards & Recognitions	Any activity or work for which you have been formerly recognized with a certificate or award by an organisation, school, university or community	

Resume Formats – Use one which best fits your situation	
Chronological	<p>Shows a strong and consistent work history.</p> <ul style="list-style-type: none"> • I have a lot of experience in the occupation/industry I want. • I have a steady work history in one profession/occupation. • I am continuing with my past career/industry. • My job titles are impressive and fit with the job I want. • I can show progression with my job titles (from junior to management, etc.)
Functional	<p>A functional resume focuses on your skills</p> <ul style="list-style-type: none"> • I've had many different or unrelated jobs during a relatively short period of time. • I am worried about being labeled as a job-hopper (moving from job to job). • I've been absent from the job market for a long time. • I have a wide range of experience across a number of industries. <p>Work History is divided into 2 parts:</p> <ul style="list-style-type: none"> • Relevant Experience – has skill subtitles with explanation of relevant duties in all of the past jobs • Work History – No job duties included in this section
Combination	<p>A combination resume focuses on both skills and experience</p> <ul style="list-style-type: none"> • I want to highlight my skills while providing the employer with a chronology of my work experience. • I have robust experience or a laundry list of certifications. • I am changing careers but I have some of the experience an employer wants. • I want the best of both a functional resume and a chronological resume.
Curriculum Vitae	<p>A Curriculum Vitae (CV) focuses on academics and research occupations</p> <ul style="list-style-type: none"> • I am a senior executive, a lawyer, professor, physician or scientist. • I want a job in academics or science (teaching, research). • I have research publications, scholarly presentations, etc. to include.
Infographic	<p>A Resume described with infographics – An infographic takes a large amount of information in text or numerical form and then condenses it into a combination of images and text</p> <ul style="list-style-type: none"> • Mostly used by people in design, illustration, and marketing fields

General Guidelines		
Do not list on your resume (DOB, Gender, Ethnicity, Marital status, Immigration status (unless required to mention as advertised in the job posting), SIN, spouse/parent name, passport number etc.).	If possible, limit your resume to 2 pages, leave enough white space, avoid overuse of capitals / bolds / italics, use regular fonts (size 10 -12), confirm to one tense for your bullet points beginnings – either present, past or present continuous, avoid abbreviations or acronyms	Ask someone you know to review and provide you a feedback
Tips for Online Applications		
Do's	Don'ts	
1. Validate the company, review application procedure, deadline to apply, submission format, read job descriptions thoroughly to ensure that you only apply to those qualifications for which you are qualified. Customize your soft skills as required.	1. Don't leave sections incomplete	
2. Create an original cover letter - ensure that it addresses the job description adequately and showcases your accomplishments and skills. Do remember to mention the job number or position as listed on the job posting	2. Don't use autofill to complete applications	
3. Identify at least 10 key words and tailor your resume	3. Don't use shorthand when filling applications	
4. Fill out all fields within the application process		
5. Update your social media profiles and ensure that it is current and professional (especially LinkedIn - recruiters / employers research/connect with you)		
6. Clean up your social media handles/accounts- keep away from content that may be deemed offensive or divisive		
7. Try a variety of job search engines, visit career websites of employers, do not limit your job search to one site		
8. Use advanced search options to speed up your job search		
9. Sign up for job alerts		
10. Review all the information, proofread for grammar, punctuations, spelling and formatting, dates before submitting		