

# CREATING EFFECTIVE RESUMÉS

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GLC20H - Bluevale Career Studies

## WHAT IS A RESUMÉ?

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- short one-two page summary of your skills, work experience and education
  - like a personal advertisement to a possibly employer
  - requires great deal of time to prepare, proofread, edit and **perfect**
  - one of most important documents you'll ever produce
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## QUESTION...

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How long does an employer typically look at a resumé?

**A. LESS THAN 30 SECONDS**

B. 3 MINUTES

C. 1 MINUTE

D. MORE THAN 5 MINUTES

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## CREATING RESUMÉS

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- Employers often receive **HUNDREDS** of resumés
  - Most don't have time to pour over every word
  - Small details are **EXTREMELY** important
  - **MUST** be error free (spelling, format, grammar, etc.)
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## **WHAT DOES A RESUMÉ INCLUDE?**

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- Not all resumés are the same, but ALL types should include common information employers look for...
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# HEADING

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**AMY BLUEVALE**  
430 Bluevale Street N.  
Waterloo, ON  
N2Z 4Z9  
(H) 519.888.8888 (C) 519.777.7777  
[amy.bluevale@rogers.com](mailto:amy.bluevale@rogers.com)

- Includes essential contact info
  - Name larger font than rest
  - Full address, phone (home and/or cell) and email address (should be professional)
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# OBJECTIVE

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Waterloo, ON  
N2Z 4Z9

(H) 519.888.8888 (C) 519.777.7777  
[amy.bluevale@rogers.com](mailto:amy.bluevale@rogers.com)

**OBJECTIVE:** To use my strong communication skills in a retail sales position.

**SKILLS & QUALIFICATIONS:**

- Many employers consider this the most important part of the resumé
  - One sentence explaining the SPECIFIC job you're seeking – change depending on job!
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# EDUCATION

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## EDUCATION:

Sept. 2008 to present

**Bluevale Collegiate Institute**

**Waterloo, ON**

- currently enrolled in grade 10
- Honour Roll standing, 2008 to present
- Ontario Secondary School Diploma to be granted in June, 2012

- Usually only need to list current school
  - List expected graduation date, courses relevant to job applied to, etc.
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# OTHER INFO

## (SKILLS, ACTIVITIES, ETC.)

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### SKILLS & QUALIFICATIONS:

- self motivated and organized
- strong interpersonal skills
- patient and caring
- proficient in MS Office

- Should include a list of relevant skills for job applied to
  - Use action verbs, avoid using "I"
  - List extra-curricular activities if applicable
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# REFERENCES

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## REFERENCES:

Richard Thompson  
Activities Director  
Camp Funtimes  
RR3 Huntsville, ON  
705.888.9999

*Can attest to my creativity and reliability.*

Michelle Johnson  
English Teacher  
Bluevale Collegiate Institute

- Print on separate sheet with your personal header at top
  - Include important contact info
  - Always get permission before using names
  - People who can speak to your skills and positive qualities
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## SOME TIPS FOR WINNING RESUMÉS

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- Your resumé is your **FIRST IMPRESSION**, so make it concise, factual and positive.
  - Make sure it's **PERFECT**! Only one error could cause an employer to stop reading.
  - Keep it **SHORT** – one or two pages at most (not including references).
  - Use large margins (min. 1 inch) and space between sections – easier to read.
  - Emphasize accomplishments in and out of classroom.
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## SOME **MORE** TIPS FOR WINNING RESUMÉS

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- **SELL YOURSELF!** Highlight skills and abilities appropriate to position!
  - Tell the **TRUTH!** Inaccurate resumé content often comes back to haunt you (either during interview or at work)
  - Choose words carefully – sound positive and confident, don't use "I," use **ACTIVE** verbs
  - Use nice quality paper (heavier white or off-white), black ink & a laser printer!
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**AND NOW SOME  
SAMPLES...**

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