

YOUR NAME

City, Province | E-mail address | (Area Code) Phone Number

Maintain the same header across your resume and cover letter.

Profile Summary: A brief statement that describes what you have to offer. It conveys your strengths and identifies your key qualifications and experience. Include character traits that have helped you succeed in both school and work. Note: This should be succinct and no longer than 3-4 lines.

Skills Summary:

Examples:

- Analyzing Data
- Calculations
- Cost Analysis
- Marketing
- Project Management
- Leadership
- Decision Making
- Problem Solving
- Innovating

Include 6-9 skills, both soft (communication, teamwork, etc.) and hard (computer programs, tools, etc.)

EDUCATION AND PROFESSIONAL DEVELOPMENT

School

Degree Sought, Program Studied

GPA: List if notable.

Expected Graduation Date

On-Campus Groups, Clubs or Associations: If applicable, list location, specialty, dates.

Grants/Awards: If applicable, list any research grants and special awards.

Fellowships: If applicable, list field of research, place, title, dates.

Example:

University of Toronto

Bachelor of Commerce, Honours Program

Expected Graduation: April 2020

Introductory Seminar Week Planning Committee

Dean's Scholarship

September 2017

May 2018

WORK EXPERIENCE

Organization

Job Title

- List of accomplishments and responsibilities
- Order items by most to least important

Timeframe (ex. April 2017 – October 2018)

Quantify your achievements and responsibilities whenever possible (e.g. 'Improved store sales results by 20%')

There is a simple formula to construct accomplishment-oriented bullet points. It's called the 'PAR' Method, which stands for problem, action, and results.

Problem: Identify a responsibility or issue at work.

Action: Describe how you carried out the responsibility/addressed the issue.

Results: Showcase the outcome of your action.

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Work Experience Example:

Apple Yorkdale

2016 – Present

Specialist-Retail Customer Services and Sales

- Delivered high quality customer service within fast-paced retail environment.
- Used interpersonal strengths and team orientation to solve problems within 20-minute target.
- **Suggested a new tactic** to persuade **dissatisfied customers** to stay with the company, resulting in a **5% decrease in cancellations**. *(different colour text for illustration purposes only)*

Professional Affiliations:

- *List all (if any), including year your membership began.*

Additional Languages:

- *List language skills and level of fluency.*

Personal Interests and Volunteer Experiences:

- *List any relevant community involvement, volunteer work, special skills, hobbies, sports, etc.*

Ready to get writing? Scroll down for Skills words and Resume Do's and Don'ts!

RESUME-BUILDING - EXAMPLES OF ATTRIBUTES AND SKILLS

50 Soft Skills: A combination of people skills, communication skills, character traits, attitudes, social and emotional intelligences. They enable people to navigate the work environment, work well with others, perform well, and achieve their goals with complementing hard skills.

Adaptable	Curious	Focused	Mentoring	Resilient
Agile	Customer service-oriented	Global orientation	Motivating	Resourceful
Business acumen	Deadline-driven	Initiator	Negotiating	Results-oriented
Challenge-seeker	Dealing with conflict	Innovative	Organizing	Self-directed
Change agent	Decision-making	Inspiring	Persistent	Strategic
Committed	Detail-oriented	Interpersonal savvy	Persuasive	Strong work ethic
Communication-savvy	Empathetic	Leadership	Positive attitude	Thrive on change
Confidence	Enterprising	Learner's mindset	Presenting	Trouble-shooting
Creative	Facilitating	Listening	Problem-solving	Verbal communication
Critical thinking	Flexibility	Logic	Reliable	Written communication

50 Hard Skills: Job-specific skills and knowledge.

MS Access	Content management systems	Financial management	Pivot tables	Risk assessment
Accounting	Cost analysis	Financial modeling	Planning	SAP
Accounts payable automation	Data management	Financial planning	Predictive analytics	Selling
Analytical	Data mining	Financial reporting	Prioritizing	Statistical analysis
Analyzing data	Data processing	Forecasting	Project management	Storage and data management
Branding	Estimation	GAAP	Proposal writing	Tax planning
Budgeting	Financial advising	Investment	QuickBooks	Tax reporting
Business analytics	Financial analysis	Marketing	Report-writing	Tech-savvy
Calculations	Financial concepts	MS Excel	Researching	Trend awareness
Cloud Applications	Financial Data	Oracle	Risk Analysis	User Interface (UI) Design

RESUME DO'S AND DON'TS

Expect to write several drafts before your finished resume showcases your talents and background in the most compelling and succinct way possible.

Do:

- Describe **specific** accomplishments and contributions.
- Begin each accomplishment statement with a verb.
- Use powerful verbs and adjectives that show off your accomplishments (e.g., Delivered high quality customer service within fast-paced retail environment.)
- Use a formal, professional tone.
- Keep your resume short – maximum two pages, preferably one.
- Write your resume yourself. Only you can provide the content that really tells your story. You need to "own" the words and ideas that can be expanded upon in interviews.
- When applying for a specific job, tailor your resume to the job. Underline and use keywords and expressions that reflect your understanding of the role and hiring organization.
- Remember, it's a marketing document meant to showcase your performance highlights; not a summary of everything you've ever accomplished.
- Get feedback from others.
- Edit, re-edit and have someone else proofread; there is no margin for spelling or grammatical errors.

Don't:

- Produce a job description. *Talk about the results you achieved (see how to do this on the resume template).*
- Slap a resume together - *take the time to do it right.*
- Obsess for hours over every word - *perfection is not required; only the effort to capture ideas and concepts that tell your story.*
- Exaggerate or misrepresent yourself.
- Use acronyms or jargon - *the reader may not know what you mean.*
- Indicate past salaries or salary expectations.
- Write the month you started and ended.
- List interests and hobbies unless they are relevant to the application.
- Use "I" statements.
- List references - *wait until they request them.*
- Use unique fonts as they may not display clearly on other peoples computers.