Writing & Formatting Your Résumé

Your résumé will include these **6 MAIN HEADINGS**. FOR NOW, do not deviate from this plan.

1. **My I.D. - not an official heading**

(Your full name will be first heading in your résumé)

1. **Job Objective**
2. **Highlights of Qualifications**
3. **Relevant Skills and Experiences**
4. **Work History (**or **Employment History)**
5. **Education and Training**

The rest of the handout will offer samples and writing spaces to properly create an impressive résumé. You will transfer your best samples in this worksheet to your actual résumé.

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| **My I.D. Use your own name as the heading here**   |

You need to identify yourself. Include the following:

1. Your **name**
2. Your **address**
3. A **phone number** at which you can be reached quickly (cell # is good here)
4. The **email** you check most frequently (and make it sound professional – ninja\_kickass@gmail.com doesn’t cut it).
5. **Social media icons & addresses** or icons that communicate your social media preferences and their handles/addresses. **Employers will check your Facebook, Twitter, Instagram and LinkedIn pages**. You may as well give them up. And you might want to consider checking out your social media action to delete any questionable posts or silly pics that will immediately eliminate you from the completion.

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Phone #/Cell#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (choose one in which you can be reached quickly)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (choose one in which you can be reached quickly)



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| **Job Objective –** use this heading in your résumé  |

![MCj04349290000[1]]()Create a Job Objective Statement. You can try to reveal a little about yourself in the stateme **(Emphasize what you bring to the table)** or you can be very blunt. Here are some samples below:

|  |
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| To job shadow with **Ed Schmegley Industries** on November 18 and 19, to offer my positive work ethic, teamwork skills, and stick-with-it-until-it’s-done attitude to your team.  |
| To earn an internship position with **Ed Schmegley Industries** as a Marketing Intern, to bring my teamwork, computer, and design skills to a team that is widely respected throughout the marketing industry. |
| To work with **Ed Schmegley Industries** as a Customer Service Representative; to offer my teamwork and communication skills to your clients to increase customer satisfaction. |
|  To earn an entry level position with **Ed Schmegely Industries** as a Hardware Associate**.** |
| **Write your own:** |

|  |
| --- |
| **Highlights of Qualifications**  use this heading in your résumé (or P**ROFILE** or **SUMMARY**) |

**Research shows that an employer will check out your résumé for about 8 seconds**. This section has to grab your audience quickly. These are general statements that the résumé, with further reading, will clearly prove. Save this section for the end if you wish, after you’ve written a decent draft of the rest of your résumé. You need 5 key points about you that will connect your skills to the job. Samples below:

|  |
| --- |
| * Four years of cooking experience including full-course meals, pastries, and garde-manger
 |
| * Extensive experience working in maintenance, building, and grounds
 |
| * Dedicated volunteer with not-for-profit organizations over the last two years
 |
| * Extensive music training: 5 years choral classes, 2 years treble choir, 1 year vocal jazz
 |
| * Proficient with Microsoft Office, Adobe multimedia software and App development
 |
| * A team player who believes in setting goals and achieving them
 |
| * Extremely quick learner with excellent communication and memory skills
 |
| * Honour roll student for three consecutive years with a special interest in writing and language arts
 |
| * Earned commendations for outstanding customer service in previous experiences
 |
| * Energetic, enthusiastic, hard-working and reliable
 |
| * Punctual, always on time, keep an organized work space
 |
| * MCj04349290000[1]Proven problem-solving skills developed in teamwork experiences and projects
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| * Yours:
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| **Relevant Skills and Experiences –** use this heading in your résumé |

Did you know that there are **10 Essential Skills** that are important for both finding a job and having success in a job? What specifically are the Essential Skills needed in the workplace?

The federal government, since 1994, has surveyed more than 3000 Canadians in workplaces in all sectors and of all types and sizes of organizations. Here are the **10 Essential Skills** they’ve identified that young people need to have to be successful workers.

1. [Reading](http://www.wem.mb.ca/reading.aspx): the ability to read and understand written information in many different types of workplace documents
2. [Document Use](http://www.wem.mb.ca/document_use.aspx) the ability find & use the information you need, put in information where it is needed, and construct information displays:
3. [Numeracy](http://www.wem.mb.ca/numeracy.aspx) the ability to use numbers and think mathematically to measure and make calculations, to estimate, to work with money, to analyze numerical trends
4. [Writing](http://www.wem.mb.ca/writing.aspx) the ability to use the written word to create a clear message
5. [Oral Communication](http://www.wem.mb.ca/oral_communication.aspx) the ability to talk with others to give and exchange information & ideas, such as: ask questions, give directions, coordinate work tasks, explain & persuade.
6. [Working With Others](http://www.wem.mb.ca/working_with_others.aspx)  the ability to lead, coordinate or collaborate with others on work activities.
7. [Thinking](http://www.wem.mb.ca/thinking.aspx) the ability to engage in the process of problem solving, job task planning and organizing, finding information, critical thinking, significant use of memory and decision-making.
8. [Digital Technology](http://www.wem.mb.ca/computer_use.aspx) the ability to use information and communication technology.
9. [Continuous Learning](http://www.wem.mb.ca/continuous_learning.aspx) the ability to apply strategies which support learning and the ability to adapt to change.
10. [Entrepreneurship](http://www.cybf.ca/) the ability to solve problems and come up with unique and innovative solutions.

SKILLS are hugely important for your résumé. Identify the two or three skills **that support the job you are seeking.** These key skills will become sub-headings in your résumé under this main heading, *Relevant Skills and Experiences*. Remember that you must organize your experiences into skills that the job you seek actually requires. The 10 Essential Skills may be written as different skills as in the workspaces below.

**Skill #1:** Teamwork? Leadership? Customer Service? Communication? Digital Capability? Creativity? Welding? Plumbing? Problem-solving? Other?

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Identify the place (business, organization, employer, club, team, etc.) where you’ve used the skill. Remember, this place does not have to be a paid employment experience. Think school, volunteer and family experiences:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using POWER VERBS, write 2-3 statements that describe what you did – ensure that you sharpen your focus on the skill you’re highlighting. BEGIN EACH STATEMENT with a VERB. If needed, download a POWER VERB handout on this site.

Write three skill statements about what you actually did at the place you’ve identified:

* verb\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* verb \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill #2:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify the place (business, organization, employer, club, team, etc.) where you’ve used the skill:

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Write three skill statements about what you actually did at the place you’ve identified. Remember, this place does not have to be a paid employment experience:

* verb\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* verb \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Skill #3:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify the place (business, organization, employer, club, team, etc.) where you’ve used the skill:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* verb\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Sample *Power Verb Statements* and *Page Set-up***

Below are TWO ways to explain and format the SAME EXPERIENCE in your résumé. **Once you choose a particular style, stick with it throughout your résumé**. **Be sure to use a verb to describe the SKILL in action** after each bullet. Download the POWER VERB sheet on this site if you’re stuck for a few quality verbs.

Notice each bullet **begins with a great verb** followed by a punchy sentence fragment. Keep the format consistent. Separate each verb piece with a comma or a semi-colon (;) to keep it organized and flowing. Also note that if you choose the experience to show off “leadership”, the accompanying description should show off leadership skills and qualities.

**Relevant Skills and Experiences**

***Example #1***

*Leadership Skills*

20xx **Schmegley Collegiate**, Senior Band/Jazz Guitar Musician

* Performed lead guitar for **Schmegley Collegiate** Jazz Guitar Ensemble during Spring

Solo Concert and at the annual Christmas Extravaganza, led different songs with students accompanying me in covers such as *Stairway to Heaven*.

* Supervised younger musicians during Band Trip to Chicago, coached freshmen on finger and air techniques, modeled proper techniques for younger students, encouraged students to practice their band role, served as student liaison for Music Parent Advisory group.

**OR**

*Leadership Skills*

* Performed lead guitar for **Schmegley Collegiate** **Senior Band/Jazz Guitar Ensemble**, performed solos during Christmas and Spring Concerts, coached younger musicians during Chicago trip, modeled proper techniques for younger students, encouraged students to practice their band roles, earned first place finish among North American schools at Chicago event (April 20xx).

Notice where **the date** occurs in each example. Be consistent in how you present dates in your résumé.

***Example #2*** Below is the same experience, once again, formatted differently. Also note that the 2nd version is in present tense, **suggesting that the person is currently still active in the experience**. If you use past tense, you imply that the experience is a past one.

*Communication Skills*

20xx **Little Schmegley’s Daycare***, Volunteer Care Giver*

* Presented daily oral reports on children’s progress to parents and workplace administrators, wrote quarterly reports on children’s achievements and accomplishments for parent audience.

Past Tense

* Facilitated individual and group activities for children each day that included organizing and explaining projects during crafts, reading stories during circle time, preparing snacks and lunch each day, and performing inventive children’s skits with animal costumes.

**OR**

Notice that in this second example, the verbs are in **present tense** – if you are still doing the experience, present tense suggests that you are still working at the job. If the experience is over, keep the verbs in **simple past** tense.

*Communication Skills*

Present Tense

* Volunteer at **Little Schmegley’s Daycare** twice a week, present daily reports on children’s

progress to parents and daycare administrators; help to write quarterly report cards for parental

audience; facilitated individual and group activities for children; organize and explain craft projects, read stories during circle time; prepare snacks and lunch; perform inventive skits for children with animal costumes (20xx).

|  |
| --- |
| Work History |

**List**, very simply, your work experiences, both volunteer, paid and experiential (experiences that have a “workplace feel”). A volunteer experience is considered a viable “work” experience. **Begin with your most current experience.**

![MCj04349290000[1]]()

**Date Organization Position**

20xx **Schmegley Video Games Inc.** Video Games Sales Rep.

20xx **Winnipeg Humane Society**  Volunteer Dog Walker

20xx **Manitoba Special Olympics** Winter Games Marshal

20xx **Tim Horton’s**  Coffee Artist

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| **Education and Training** |

List, very simply, all education (e.g. High School Diploma) and training courses (e.g. Safeway Customer Service training, e.g. Covey 7 Habits training, e.g. Microsoft Certification Training); diplomas (e.g. Career Internship Program Diploma); unique distinctions (Lifeguard Certification, CPR training); special awards related to training (e.g. Employee of the Month)

**Date Organization Credential (what you earned)**

20xx Windsor Park Collegiate High School Diploma

20xx Career Internship Program Covey 7-Habits Training

20xx Career Internship Program Entrepreneurship Training

20xx Downtown Biz FISH Proactivity Training

20xx Toastmasters International Public Speaking Certificate

20xx Canada Safeway Customer Service Training

20xx Royal Conservatory Grade 9 Level Piano

20xx Swim Manitoba Bronze Medallion Life Saving

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Avoid **participation** certificates or trophies. You need to earn more than just participation recognition.

**References**

Your references should **be on a separate page, set apart from the résumé**. Use the same main heading format that exists in your résumé document to main consistency of format.

1. List three people who can vouch for you in these three categories:

**a. School/Education b. Personal Character c. Employment**

As you progress in your career, your references will come mostly from employment experiences.

2. Write the reference sheet in the following order:

Repeat this format 2x more

Name of Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position with Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Address (including postal code):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone # (only with permission from referee):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Each reference should be formatted in a clear and easy way to read as in the reference below** and it’s advisable to have three references. NO FAMILY OR RELATIVES!

Ed Schmegley

Editor-in-Chief

The Rad Mag

123 Magito Avenue

Winnipeg MB R3Y 3U9

204-555-5555 (work)

204-555-5555 (cell)

Check out the Schmegley site to see examples of student resumés, cover letters and reference pages to see the magic come together before your very eyes.