Points To Remember About Your Résumé

1. Design your résumé to fit you. Your résumé represents you before you ever have a chance of meeting the interviewer, so be as precise as possible.

2. You have about 11 seconds, the amount of time that employers review your résumé, to make a lasting first impression. Your goal should be to make those precious moments count by standing out and having a "wow factor".

3. Tailor your résumé to fit the requirements of the job. If possible it is a good idea to use the terminology outlined in the job advertisement.

4. Include a "Highlight of Qualifications" section at the top outlining your skills and experiences that are most relevant to the position you are applying to. This is what the employer will see first.

5. You may need to have more than one résumé if you have more than one career goal.

6. Résumés should be a maximum of one or two pages in length.

7. Use clear, concise language. Avoid acronyms if possible (*HR – Human Resources*). Avoid repetition.

8. Describe your skills, abilities and achievements using action verbs i.e. processed, supervised, coordinated, organized. Ensure these statements are in past tense.

9. Include only positive and relevant information (ensuring that there are no large gaps in employment).

10. Grammar and spelling must be flawless and copies must be of the best quality.

11. Pay attention to the appearance and avoid paragraphs.

12. List information in *reverse-chronological* order (most recent first).

13. Send out a PDF version of your résumé to employers to ensure that the formatting doesn't get messed up.

14. Make sure you understand what is written on your résumé. The employer may ask you to explain.

Make Sure You Don't …

- Include personal information e.g. age, weight, name of spouse, children, marital status or a SIN #
- Include photographs
- List references on your résumé
- Place your résumé in an unprofessional binder or folder
- Include incorrect/outdated contact information
- Use an unprofessional email address
- Include salary information
- Use "I"
- Write in the third person (He/She/They)
- Include the date your résumé was prepared