

## How to Write A Resume

### Resumé Preparation

Before you start to complete your resumé, you will have to know what to put on it. Here is a worksheet to help you get your information together.

**HINT:** If you are not sure of any information about your past employers or school, look it up on the Internet.

**Personal Information** (Your name, full address, including postal code, email address, phone number)

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**Educational Background** (Your high school and the level you have completed, plus any awards you have received, etc.)

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**Employment History** (Where you have worked. Include the company name, dates you worked there (month *and* year), name of your supervisor, etc. (You can include babysitting jobs here.) Place your most recent job first, followed by the second most recent, and so on.)

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**Volunteer Experience**

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**Special Skills** (Include any skills you have that may relate to this job, or that just make you sound interesting and well-rounded. For example, if you know HTML, or if you are a whiz in auto repair, or the number of languages you speak/read/write, or if you have strong interpersonal skills.)

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**Activities and Interests** (List any hobbies you have)

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**Other Information**

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# Make Your First Impression

## Typing Your Resumé

Now that you have your information collected, you can type your resumé. Use the following models to help you with the spacing of your information and the layout.

### Points to Remember

- If you have worked in many jobs, **start with the most recent, followed by the second most recent, and so on.**
- **Double-check your dates**, to make sure that there are not any gaps. If you have a six-month space between these jobs, the employer will want to know what you were doing at that time. If you were in school during that time, say so.
- If you have never had a “job” before, have you done things like babysitting? Have you done weekend work for events? Have you volunteered? **Use these other activities as “experience.”**

### DO NOT INCLUDE

- Your birth date or age
- Your gender
- Your race or religion
- Your marital status
- If you have children
- If you have any disabilities
- A photograph of yourself
- Your Social Insurance Number (SIN)
- Height *or* weight *or* marks about your physical appearance or health
- A list of references (Bring this to the interview with you, instead)
- Untrue information (do not lie)
- Past salary information
- Reasons for your terminations

## Points to Notice on the Resumé

Your name in a larger font and **bold**. Your contact information underneath on one line, with a suitable email address.

**María Estévez**

123 Keele Street, Apt. 212, Toronto, ON M7J 2R3 Canada 416-395-1234 [maria@hotmail.com](mailto:maria@hotmail.com)

### Education

Currently a student at Toronto District Collegiate Institute

List what you did and the machines you used. Use words that are *active*!

### Work Experience

#### **Drive-Thru Cashier**

Harvey's Restaurant  
Toronto, Ontario

Duties included: computerized cash register operation, balancing of cash, customer service, use of intercom, taking customer orders. Part-time hours. January 2004 to present.

#### **Babysitter**

Private residences  
Toronto, Ontario

Duties included: playing with children, then feeding them a healthy snack, reading them a story, and tucking them into bed. Looked after up to three children at a time. Casual hours. December 2001 to December 2003.

Hours you worked, and dates with month and year.

### Volunteer Experience

Cancer Society  
Toronto, Ontario

Canvassed door-to-door to raise money for the Cancer Society. Raised \$500. May 2001.

### Languages

Fluent in English, Spanish (spoken and written), and Portuguese (spoken only).

Languages are helpful if you will be working with the public.

### Computer Knowledge

Microsoft Word, PowerPoint, and Excel.

Computer software that you know is helpful if you will be working with computers or in an office.

### Hobbies and Interests

Enjoy hiking, swimming, yoga, kickboxing, and helping my father fix cars.

**References available upon request.**

State that you *can* provide references, but don't include them here.

## Sample Resumé #1

### **María Estévez**

123 Keele Street, Apt. 212, Toronto, ON M7J 2R3 Canada 416-395-1234 [maria@hotmail.com](mailto:maria@hotmail.com)

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#### **Education**

Currently a student at Toronto District Collegiate Institute

#### **Work Experience**

##### **Drive-Thru Cashier**

Harvey's Restaurant  
Toronto, Ontario

Duties included: computerized cash register operation, balancing of cash, customer service, use of intercom, taking customer orders. Part-time hours. January 2004 to present.

##### **Babysitter**

Private residences  
Toronto, Ontario

Duties included: playing with children, then feeding them a healthy snack, reading them a story, and tucking them into bed. Looked after up to three children at a time. Casual hours. December 2001 to December 2003.

#### **Volunteer Experience**

Cancer Society  
Toronto, Ontario

Canvassed door-to-door to raise money for the Cancer Society. Raised \$500. May 2001.

#### **Languages**

Fluent in English, Spanish (spoken and written), and Portuguese (spoken only).

#### **Computer Knowledge**

Microsoft Word, PowerPoint, and Excel.

#### **Hobbies and Interests**

Enjoy hiking, swimming, yoga, kickboxing, and helping my father fix cars.

**References available upon request.**

## Sample Resumé #2

### María Estévez

123 Keele Street, Apt. 212, Toronto, ON M7J 2R3 Canada 416-395-1234 [maria@hotmail.com](mailto:maria@hotmail.com)

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#### Education

Currently a student at Toronto District Collegiate Institute

#### Work Experience

January 2004 to present

##### **Drive-Thru Cashier, Harvey's, Toronto**

Duties included: computerized cash register operation, balancing of cash, customer service, use of intercom, taking customer orders. Part-time hours.

December 2001 to December 2003

##### **Babysitter, Private Residences, Toronto**

Duties included: playing with children, then feeding them a healthy snack, reading them a story, and tucking them into bed. Looked after up to three children at a time. Casual hours.

#### Volunteer Experience

May 2001

##### **Cancer Society, Toronto**

I canvassed door-to-door to raise money for the Cancer Society. Raised \$500.

#### Languages

Fluent in English, Spanish (spoken and written), and Portuguese (spoken only).

#### Computer Knowledge

Microsoft Word, PowerPoint, and Excel.

#### Hobbies and Interests

Enjoy hiking, swimming, yoga, kickboxing, and helping my father fix cars.

**References available upon request.**

## Your Resumé Checklist

© Friends who proofread together succeed together...

- No longer than two (2) pages
- Easy to read
- Typed
- Free of spelling, grammar, and punctuation mistakes
- Ready to be given to the employer with a covering letter
- Printed on standard letter-sized paper
- Printed on thick white or ivory paper
- Uses simple language and short paragraphs
- Uses 10- or 12-pt. font sizes
- Has lots of white space, so it doesn't look crowded
- Looks balanced on the page
- Was rewritten for each specific job
- Proofread by me
- Proofread by someone else

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### Resumé Marks

Spacing is even and clear	/ 5
Text is not crowded	/ 5
Spelling and grammar are correct	/ 5
Information is clear	/ 5
TOTAL:	<u>      </u> /20

**Marks:**

**/20**

**Communication**

**/10**

	50–59%	60–69%	70–79%	80–100%
Uses forms of communication through resumé writing	Demonstrates limited command of the various forms	Demonstrates moderate command of the various forms	Demonstrates considerable command of the various forms	Demonstrates extensive command of the various forms

**Application**

**/10**

	50–59%	60–69%	70–79%	80–100%
Application of current technology—computer and word processing software	Uses technology with limited appropriateness and effectiveness	Uses technology with moderate appropriateness and effectiveness	Uses technology with considerable appropriateness and effectiveness	Uses technology with a high degree of appropriateness and effectiveness

**Don't Forget to Call!**

**The Very Important Follow-Up Call**

After you have given your resumé to a potential employer, always follow up with a phone call or email.

Use the script below to help you.

“ Hello, my name is \_\_\_\_\_. I am calling to see if \_\_\_\_\_ received my application.”

“Thank you. Please let \_\_\_\_\_ know that I called and that I am most interested in hearing from him/her.”

**If you learn that you didn't get the interview or the job, ask for feedback:**

“I am interested in improving myself in order to be a better candidate for the next job. What advice can you give me?”