ELEMENTS OF PROFESSIONAL RESUMES

1. **Target your resume:** Hiring managers want to see effort. They want to hire someone who wants to work for them, not just someone who wants a job. For each position you apply to adjust your resume to highlight your best skills, experience, and training, with focus on responding to their needs in the posting.

2. **Check your spelling and grammar:** Spelling and grammar mistakes are the #1 turn-off for hiring managers. Be sure to check, double-check, and check again before sending out.

3. **Be organized:** Hiring managers scan your resume in 6-10 seconds. Make it as easy as possible for them to catch their eye on information that stands out, so they will want to read more.

4. **Use a common font:** Hiring managers don't care which font – it just needs to be an easy-to-read font. Creative fonts don't earn you extra points.

5. **Limit the length of your resume:** 1- 2-page resume is ideal; you can build a master resume with all your experiences.

6. **Utilize the correct date format:** Use the month and year format for start and end dates in your employment history.

7. **Limit your bullets per section:** Information gets 'lost' in a dense list of bullets. Identify what is most important. Generally, 5 – 6 bullets per section is the maximum.

8. **Incorporate keywords:** Use the job description to identify industry keywords and integrate those keywords throughout the resume.

9. **Use action words:** When describing your work and accomplishments, always start your statements with a powerful action verb.

10. **Explain your value:** Instead of listing tasks, explain what you achieved. How did the company benefit from your performance? How do you do this job better than someone else might? Or what would get missed if you were away for an extended amount of time?

11. **Write accomplishment statements:** Under your work history, write accomplishment statements using the PAR (problem – action – result) method. What are you proud of that you want them to know?

12. **Quantify results:** Find tangible examples of what you have done and use numbers and percentages to describe how you made a difference – they stand out!

13. **Design matters:** Hiring managers appreciate a nice-looking resume. They like the use of bold font to draw their eye to short phrases that you want to ensure they see.

14. **Show personality:** Reviewing resumes can be tedious, especially when job seekers use generic phrasing or unnecessary jargon. Use authentic words that describe you.

15. **Send it as a PDF document:** Most systems can handle both Word documents and PDF's. Follow the instructions, first and foremost.

NECESSARY CONTENT:

	Personal Information: Full name as heading, followed by contact information in (xxx)-xxx-xxxx format, city and postal code, and professional email address. LinkedIn optional.
	Objective/Summary: 2–4 sentence snapshot of your career. Covers top achievements, including professional accomplishments, educational background, top skills, expertise. Should address that you are a student in (x) Program of (x) School, seeking a position in (x) industry.
	Skills section: Includes 6-8 soft skills + hard skills. Skills should be woven into short phrases with descriptive language specific to you and your industry of interest. Soft skill example: clear and concise communication. Hard skill example: Fluent in Microsoft Excel. Must be in bullet-point form.
	Work Experience section: Must go in the following order: Position • Company Name • Company Location • Dates Employed (ex: May 2017- June 2022) • Company Description (*if not self-explanatory) • Responsibilities & Achievements (4–8 bullets per position). Must provide metrics, measurables and outcomes.
	Volunteer Section: Provide volunteer work under work experience section with same format as work experience section: Position • Company Name • Company Location • Dates Employed (ex: May 2017- June 2022) • Company Description (*if not self-explanatory) • Responsibilities & Achievements (4–8 bullets per position). Must provide metrics, measurables and outcomes.
	Education section: Must go in the following order: • Program Name - E.g., "Diploma in Business" • College - E.g., "Georgian College or Georgian@Ilac College'" • Location - Toronto, Ontario • Years Attended - (ex: "September 2020 – Expected Graduation Date August 2021") • (Optional) GPA - E.g., "3.7 GPA" • (Optional) Honors –E.g., "Valedictorian" (Dean's list) • (Optional) Achievements - Did you win any awards during university? *Please only include GPA if above 3.5.*
	Certifications and Achievements section: Lists any certifications specific to your program (ex. For Hospitality: Smart Serve, Health and Safety, AODA, etc. For Health Programs: First Aid/CPR, RN number, etc.). List any achievements relevant to your program, too.