

Resume Basics

Your resume is often the first impression an employer has of you. A strong resume should be clear, organized, and tailored to the job you are applying for.



What to Include:

- **Contact Information**
Include your name, phone number, email address, and location. Make sure your email address is professional and that your contact information is easy to find.
- **Professional Summary or Objective**
Use a short statement to highlight your experience, skills, career goals, or what you can bring to the position. Keep it specific to the type of work you are seeking.
- **Work Experience**
List your relevant work experience, starting with your most recent position. Include your job title, employer, dates of employment, and a few bullet points describing your responsibilities and accomplishments.
- **Education and Training**
Include your relevant education, training programs, courses, or other professional development. List the most recent or relevant qualifications first.
- **Relevant Skills**
Highlight skills that match the position you are applying for. These may include technical skills, computer skills, communication, customer service, organization, or other job-specific abilities.
- **Certifications**
Include relevant certifications, licences, or tickets that may be required or valued by the employer.

Quick Resume Tips:

- ✓ Keep it concise and easy to scan. Employers may only spend a short amount of time reviewing a resume, so focus on the information that matters most.
- ✓ Use clear headings and consistent formatting. Make your resume easy to read by using the same fonts, spacing, and formatting throughout.
- ✓ Start bullet points with strong action words. Words such as *organized*, *managed*, *assisted*, *trained*, *operated*, and *coordinated* can help show what you did.
- ✓ Focus on accomplishments and relevant experience. Whenever possible, show the results of your work rather than simply listing your duties.