

# Introduction to Canadian Resumés

Your resumé is a critical tool to gain experience in Canada. Whether you are creating your first resumé or adapting your resumé to the Canadian style, these tips will help you get started in creating a document that sells your qualifications to employers.

## Checklist for Resumé Success (check off each item once it's completed ✓)

✓	Action to be completed
	Do not write 'Resumé' at the top of the page
	Your resumé should be 1-2 pages long
	Use a professional, legible font in size 11 or 12 point (consider Arial or Calibri)
	Create a clear header with all your contact information (one address, email and phone number). Do not include photographs, date of birth, Social Insurance Number or other personal information
	Include your legal name and/or a preferred 'English' name, if applicable
	Quantify your experiences where possible (e.g., Presented to a class of 100 students...)
	Use industry and job posting specific language/technical terms
	Avoid personal pronouns ("I", "me", "my", etc.)
	Include all of your experience including your experience from outside of Canada
	Do not include your fluency in English since it is assumed that you speak English
	Include information from these possible resumé sections ( <i>you might not have all the sections</i> ): <ul style="list-style-type: none"> <li>○ Summary of Qualifications (experience, hard skills, soft skills, languages, etc.)</li> <li>○ Education / training / courses</li> <li>○ Related Experience</li> <li>○ Additional Experience</li> <li>○ Academic Projects</li> <li>○ Memberships</li> <li>○ Achievements / Accomplishments / Awards</li> <li>○ Interests and Extra-Curricular Activities</li> </ul>
	Include your experiences in reverse chronological order within each section (the most recent goes first)
	Demonstrate key achievements rather than your tasks and duties
	Do not include references on your resumé but prepare them to bring to your interview on a separate page
	Include a cover letter with each resumé you submit
	Proofread for spelling, grammar and accuracy before distributing your resumés

An effective Canadian resumé should highlight your transferrable skills. Do you wonder which skills employers value the most in applicants?

- Analytical skills
- Problem-solving skills
- Teamwork Skills
- Communication skills (verbal)
- Strong work ethic

(Source: Campus Recruitment and Benchmark Report, 2013)

# Steps in Creating your Resumé

When you are submitting a resumé for a job, it is really important to take the time to customize your skills and experiences to each position so they are of relevance and value for each specific employer.

1. Generate a list of all your resumé information (education, employment and volunteer history, awards, activities, skills...). Use these details to create a baseline or general resumé for future reference.
2. Research the employer and the job. Deconstruct the job posting with a highlighter. What are the required skills and qualifications? How can you demonstrate that you have the key skills?

Once you have listed your resumé information and understand the employer's key requirements, begin to match your experience and accomplishments to the job requirements. You may find the following template helpful.

## Sample Resumé Preparation Chart

Job Requirements	Your Experience	Your Accomplishments
Solid interpersonal communication skills	Waitress at Wilf's	Served up to 50 customers per day
	Prism Resources Trainer/Instructor	Explained Excel spreadsheets to a class of 20
	Member of ICE Week team	Collaborated with a diverse team and got an 'A'
	<i>What is your experience?</i>	<i>What are your accomplishments?</i>

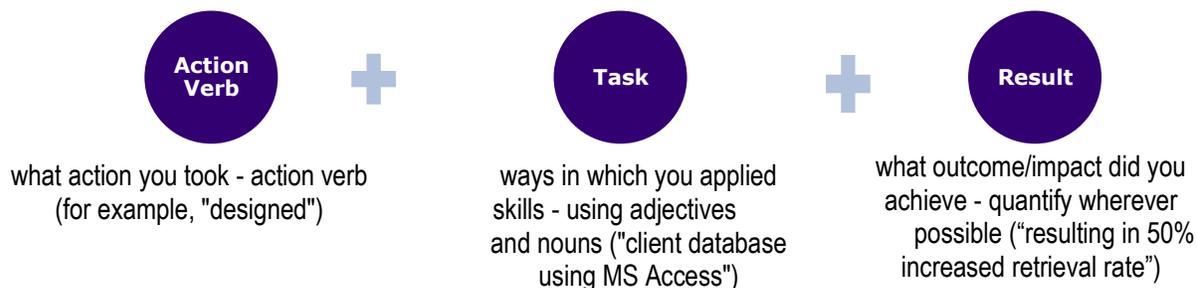
3. **Profile section:** Your 'Profile' or 'Summary of Qualifications' is best presented as a point-form section with four to six points of relevant statements that demonstrate quickly to the employer that you have the specific and relevant qualifications for the job. Tailor your Profile to include your relevant experience (1 line), knowledge (1 line), skills (2-4 lines), personal qualities (1-2 lines), and anything else that would be relevant (1 line)

Samples sentence starters for the Profile section:

- Over 2 years of experience in...
- Proven ability to...
- Strong \_\_\_ skills as demonstrated in...
- Thorough knowledge of \_\_\_ applied by...

4. **Education section:** Do not include high school after second year. Bold your degree name and major, not the school. Include awards if less than 3 (otherwise, give awards its own section). Include your grades if they are excellent, but be sure to mention the scale (e.g., GPA = 10/12)
5. **Experience section:** Select strategic headings to categorize your experiences ('Work Experience' and 'Volunteer Experience' or 'Related Experience' and 'Additional Experience').

Consider this formula for bulleted points/accomplishment statements:



**Complete statement:** *Designed client database using MS Access resulting in 50% increased retrieval rate*

6. When writing your Experience Section, demonstrate **key achievements** rather than your tasks and duties. For example, what did you do to:
  - Make or save money
  - Solve a specific problem
  - Attract/retain customers
  - Make work more efficient
  - Build relationships/company image
  - Something you created or initiated

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## OBJECTIVE

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Hard working and adaptable university student seeking part-time administrative position which will utilize solid communication and customer service skills

## SKILLS SUMMARY

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- Over three years' experience helping clients in fast-paced customer service and sales environments
- Solid organizational and multi-tasking skills demonstrated by success in high-pressure academic settings
- Proven teamwork skills demonstrated in past employment, volunteer and recreational activities
- Strong commitment and desire to learn, train and develop within a progressive office environment
- Proficient computer knowledge of Microsoft Office products
- Fluent in Mandarin

## EDUCATION

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Honours Bachelor of Business Administration 20XX - present  
Wilfrid Laurier University, Waterloo, ON  
Relevant courses: Business Communications and Accounting

## RELATED EXPERIENCE

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**Event Co-ordinator (Volunteer)** 20XX - present  
Laurier Chinese Club, Wilfrid Laurier University, Waterloo, ON

- Communicate effectively with team members during meetings and club events
- Successfully co-organize events to enhance awareness of Chinese culture on campus
- Develop marketing messages including creative posters and website content to increase membership

**Administrative Assistant** 20XX-20XX  
Bank of China, Beijing, China

- Politely and professionally answered busy switchboard while addressing in-person customer inquiries
- Accurately input sales data into Excel spreadsheet daily to inform management's decision-making
- Collaborated with colleagues and management on marketing projects to increase client base

## ADDITIONAL EXPERIENCE

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**Server** 20XX-20XX  
Tien Ho Restaurant, Beijing, China

- Provided excellent service to customers including making menu suggestions, taking orders and addressing customer inquiries in a professional manner
- Worked closely with kitchen staff and hosts in a fast-paced environment
- Processed cash, credit and debit card transactions ensuring accuracy

## INTERESTS

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- Active member of Laurier's Musical Theatre, including on campus and community performances
- Competitive piano player and recipient of several awards
- Enthusiastic about team sports including baseball and soccer