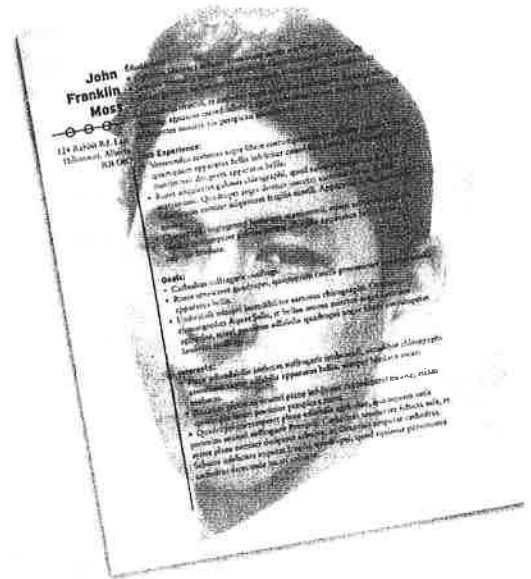


# The Résumé

## A Portrait of You

Your major job search tool is a clear picture of *you*, so pay close attention to the following particulars when you write your résumé.



### Résumé Dos and Don'ts

| Yes or No?  | The Real Story   |
|---|--|
| One good résumé is enough for every situation.  | You have to develop different résumés, and target them to each type of work within a specific organization.  |
| If your résumé shows you're willing to work hard, you'll impress the employer.          | You need to show the employer that you can help make the business successful. For example, if you're applying for a retail job, let the employer know you can give great service.    |
| List your skills clearly.   | Fine—but you need to focus on the needs of the company, and show how your skills can help them.  |
| Put in everything you've done that sounds good.   | Put in only what would interest the employer you're trying to reach. Keep your résumé to one or two pages. Don't pad it!   |
| The name of the game is to make yourself sound as good as possible. Talk everything up. | Not really. Employers want the plain, unvarnished facts. Don't exaggerate, and don't pretend you've done things you haven't.   |
| It's the information that counts.   | Correct—but appearance counts too. Most employers won't look at a résumé that's handwritten or sloppy, has misspellings, is printed on coloured paper, or has strange-looking fonts. |
| Employers read résumés carefully.   | Unfortunately, no. Most employers scan a résumé in 10 to 20 seconds.   |

## Employers Speak Out on Résumés

“Any résumé that looks like it’s part of a mass mailing goes into the garbage. And if there’s one spelling mistake or bad punctuation, out it goes.”

—Marc Bowles, Senior Geologist/Office Manager, Komex International Ltd., an environment and water resources engineering company

“I want brief, to-the-point résumés that highlight work experience and education. Tailor your résumé to show me why you should work for my company.”

—Joanne Tully, Employee Services Manager, Holiday Inn, Peterborough Waterfront

“When I see neatness in a résumé, I get the feeling that the job candidate will keep his or her work area and tools clean. That’s important in my business.”

—Clark Johnston, President, Clark’s Quality Woodwork, a company that manufactures cabinets and furniture

## Résumé Types

There are two types of résumés: **chronological** and **functional**. They provide the same information, but in different formats to highlight certain skills, experiences or education. Each type has its advantages and disadvantages.

| Chronological Resume  | Functional Resume   |
|---|---|
| <p><b>Advantage</b></p> <p>You can demonstrate, at a glance, a summary of your education and experience. Some career specialists believe that employers prefer this format.</p>   | <p><b>Advantage</b></p> <p>You can highlight your special skills and any awards and achievements that come from work, volunteer or school experiences.</p>  |
| <p><b>Disadvantage</b></p> <p>You don’t have a place to indicate your skills and qualifications up front.</p>   | <p><b>Disadvantage</b></p> <p>You have to back up your list of skills and qualifications with education, work or volunteer experiences. You can’t just list skills you believe you have without demonstrating how you got them.</p>   |
| <p><b>Structure</b></p> <ul style="list-style-type: none"><li>• starts off with a job objective or a personal profile</li><li>• groups education, work and volunteer experiences and lists items in reverse chronological order</li><li>• may include a section on awards and accomplishments</li><li>• provides information on interests</li><li>• provides references</li></ul> | <p><b>Structure</b></p> <ul style="list-style-type: none"><li>• starts off with a job objective</li><li>• list of skills and/or achievements that support the objective</li><li>• groups education, work and volunteer experiences and lists items in reverse chronological order</li><li>• provides information on interests</li><li>• provides references</li></ul> |

## Dana's Résumés

Dana wants to apply for two separate summer jobs. The first is as a clerk in a video store. The second is as a counsellor at a city day camp.

She knows that she can't use the same résumé to apply for both, because the work is so different. It takes some help from her parents and her English teacher, but Dana creates two résumés, each one targeted to the specific job, each in a different format.

### Dana's Chronological Résumé, Targeted to a Summer Camp Job

**Dana Pareau**  
2256 Main Street  
Anywhere, Ontario M9Q 2P2  
555-3331  
dana@internetaddress

#### **Personal Profile:**

I am an enthusiastic, energetic person who enjoys sports and coaching children. I've also had two years' experience on my school's basketball team.

#### **Employment History**

1997-2000

Newspaper carrier

- Collated 3 to 5 sections of the newspaper for delivery
- Served 75 homes daily
- Collected cash and provided receipts for 75 customers

#### **Volunteer Experience**

1999-present

Sports Program, Community Centre

- 45 hours as assistant coach for junior soccer team
- 10 hours helping at Sports Registration Day

#### **Education**

Completing Grade 11  
Monroe High School

#### **Awards**

Received 1999 Top Newspaper Delivery Certificate

#### **Interests**

Exploring the Internet, playing basketball, reading

**References available upon request.**

## Dana's Functional Résumé, Targeted to a Retail Job

Dana Pareau  
2256 Main Street  
Anywhere, Ontario M9Q 2P2  
555-3331  
dana@internetaddress

**Job Objective:** To use my strong interpersonal skills in a sales clerk position

### Highlights of Qualifications

- Reliable daily newspaper delivery to 75 customers
- Internet and computer skills
- Excellent school attendance record

### Accomplishments and Awards

- Received 1999 Top Newspaper Delivery Certificate
- Sold 300 tickets for class play and handled all cash transactions

### Employment History

1997-2000

Newspaper carrier

- Collated 3 to 5 sections of the newspaper for delivery
- Served 75 homes daily
- Collected cash and provided receipts for 75 customers

### Volunteer Experience

1999-present

Sports Program, Community Centre

- Assistant coach for junior soccer team
- Attendant at Sports Registration Day

### Education

Completing Grade 11

Monroe High School

### Interests

Exploring the Internet, basketball, reading

References available upon request.