

# Resume format



## Header

- > Name and contact information.

## Objective

- > A clear and customized objective that demonstrates to the employer that you're the ideal person for this job
- > Limit yourself to 2 or 3 qualities, skills and accomplishments that really make you stand out
- > You can also use your objective as the central message in your cover letter, which should accompany your resume

### EXAMPLE:

#### **Objective**

*BDC is seeking a Client Relationship Officer who can help the organization make a difference to the success of entrepreneurs as well as to emerging and established Canadian businesses from all sectors of the economy.*

*I am confident that I fit this profile because of my:*

- *Financial analysis/accounting knowledge*
- *Excellent administrative and organizational skills*
- *Customer-service approach*

## Professional accomplishments

- > Be selective: highlight only your best achievements
- > Focus on results: Show what you've produced, or what happened as a result of your personal contribution to a company

### EXAMPLE:

As a result of my contribution as website editor at ABC Inc., the company was able to increase the number of site visits by 30%.

## Professional skills

- > Show the skills you've developed through your work experience, education and training
- > Show you have skills suited to companies that work in a global environment, such as language skills and knowledge of different cultures
- > Don't leave any gaps. For example, if you mention that you have budgeting skills, be sure you show that one of your jobs involved overseeing a budget

## Employment history

- > Keep this structured and chronological
- > Include the company name, job title, and dates that you worked there, as well as a clear summary of what you achieved
- > Avoid providing a description for each position

## Education and training

- > List post-secondary education, professional designations and other relevant training
- > Focus on skills employers want from their employees. For example, language training courses or courses on how to work in a multicultural environment
- > Include honours and awards related to the position you're applying for. Make sure the reader understands why you're mentioning the awards

## References

- > Provide clear references if they are requested
- > Be sure to advise your references that a potential employer could call them
- > Use references from your managers. Alternatively, you can present the names of colleagues you've worked with closely – or people in your community
- > Select people who are articulate and supportive of your career path