

RESUMES

NAME: _____

DATE: _____

CREATED BY ANTONY CARUSO USING HALTON INDUSTRY EDUCATION COUNCIL'S RESOURCE 'RESUME AND COVER LETTER GUIDE'



A resume is a brief explanation of a person's education, qualifications, and experience, usually sent with a job application.

It is an employer's first glimpse of you.

The Three Types of Resumes

1. Functional Resume

This type of resume focuses on your **SKILLS** and **EXPERIENCE**, not on your work history and work experience.

USE THIS STYLE IF YOU:

- have very little work experience;
- have experience and accomplishments from education, volunteer work, or hobbies that are directly related to the job you are applying for;

2. Chronological Resume

This type of resume focuses on the **WHEN** and **WHERE** you worked and your specific **RESPONSIBILITIES**. It is the most common resume. It lists all your work history, usually written in reverse order, starting with your most recent work experience.

USE THIS STYLE IF YOU:

- have good work experience;
- have experience in the particular type of job you are applying for;

3. Combination Resume

This type of resume combines the best of both Functional and Chronological types. It focuses on your **SKILLS**, **EXPERIENCE**, and your **WORK HISTORY**.

USE THIS STYLE IF YOU:

- have some work experience, but not in the field you are applying for;
- some experience, but you want to highlight your skills

Some Guidelines on Writing a Resume



- keep your resume to a maximum of two pages;
- use point form statements when describing your skills;
- do not include personal information (e.g. gender, age, religion, etc.);
- be honest and do not exaggerate your experiences and skills;
- make sure there are no spelling nor grammar errors;
- use an easy to read type of font (e.g. Arial, Helvetica, Palatino, Times, etc.);
- your font should be no smaller than 12 point so that it is easy to read
- avoid using personal emails, such as iluvmusic@mail.com
- you can add some creativity to make it stand out

An Outline for a Functional Resume

Name
Address
City, Province Postal Code
Telephone Number
E-mail

OBJECTIVE: Your goal regarding work or your reason for applying to this particular job.

SKILLS/QUALIFICATIONS: point form statements representing an OVERVIEW of your TOP skills and qualifications, as well as personal qualities that highlight your suitability to the job.

Think about the job you are applying for and choose the appropriate skills you have relating to the position. Organize these skills into categories, such as Communication Skills, Computer Skills, Teamwork Skills, etc. This section should provide the employer with clear and brief details of your skills acquired through previous work, education, hobbies or volunteer experience.

EDUCATION: List your education, training and other certifications.

School, Institution Years Attended or Year Completed
Program, Certificate - provide a **brief** description

WORK EXPERIENCE: List any related work experience.

Company, City, Province, Duration of Position (dates)
Job Title/Position

VOLUNTEER EXPERIENCE: List any volunteer experience (if applicable).

ACTIVITIES AND INTERESTS: List hobbies, interests, and activities that you feel might help you get the job (e.g. photography, horseback riding, sports, drawing)

References available upon request

A Sample of a Functional Resume

Fred Derf
123 Maple Street
Aurora, Ontario L1G 1A1
905-555-5555
f.derf@mymail.ca

OBJECTIVE:
I am interested in a position as a waiter. I am available for shifts all weekend and after 3:30 pm on Mondays, Wednesdays and Thursdays.

SKILLS/QUALIFICATIONS:

- Communication Skills
- comfortable speaking in front of a small or large group of people
 - able to record information accurately and quickly
- Computer Skills
- able to use the computer to create letters or memos
 - able to create and modify spreadsheets for data entry
- Working with Others
- able to work as a member of a team
 - able to take on the role as a leader

EDUCATION:

Holy Spirit Catholic Elementary School Aurora, Ontario - 2009 - Present
Grades 6 - 8

St. John's Ambulance Toronto, Ontario - July, 2008
Babysitter Course Certificate

Humewood Community Elementary School Toronto, Ontario - 2002 - 2009
Grades JK - 5

WORK EXPERIENCE:

The McCall Family Aurora, Ontario - 2009 to Present

Baby Sitting
Duties: Taking care of two children under the age of five. Preparing meals, putting kids to bed.

Family Bakery Toronto, Ontario - 2009 to Present
Cleaning
Duties: Sweep floors and wipe down counters one day a week.

VOLUNTEER EXPERIENCE:

Save Our Planet, Toronto, Ontario - August 2010
Information Representative
Duties: Hand out information booklet to customers. Answer questions about the organization.

ACTIVITIES AND INTERESTS:

Web Design, Blogging, Hiking, Volleyball

References available upon request

An Outline for a Chronological Resume

Name
Address
City, Province Postal Code
Telephone Number
E-mail

OBJECTIVE: Your goal regarding work or your reason for applying to this particular job.

WORK EXPERIENCE: List any related work experience. It should be in chronological order starting with the most recent.

Dates (Month, Year) Company
Position
explanation of responsibilities

EDUCATION: List your education, training and other certifications.

Dates (Month, Year) School
Program, Certificate

SKILLS/QUALIFICATIONS: point form statements representing an OVERVIEW of your TOP skills and qualifications, as well as personal qualities that highlight your suitability to the job.

Think about the job you are applying for and choose the appropriate skills you have relating to the position. Organize these skills into categories, such as Communication Skills, Computer Skills, Teamwork Skills, etc. This section should provide the employer with clear and brief details of your skills acquired through previous work, education, hobbies or volunteer experience.

VOLUNTEER EXPERIENCE: List any volunteer experience (if applicable).

ACTIVITIES AND INTERESTS: List hobbies, interests, and activities that you feel might help you get the job (e.g. photography, horseback riding, sports, drawing)

References available upon request

A Sample of a Chronological Resume

Amy Ma
123 Pine Street
Aurora, Ontario L1G 2A2
905-555-1234
a.ma@urmail.ca

OBJECTIVE:

The opportunity to work as an instructor's assistant at the Community Centre.

WORK EXPERIENCE:

- July - August 2012 AURORA COMMUNITY CENTRE
Arts & Crafts Assistant
• assisted in running an arts & crafts day camp for 7 - 10 yrs
- 2011 - 2012 EDWARDS FAMILY
Babysitter
• taking care of three children
• helping with homework and putting kids to bed.
- 2009 - 2012 AURORA DAILY NEWS
Newspaper Deliverer
• deliver newspapers once a week to 53 homes

EDUCATION:

2002 - Present HOLY SPIRIT ELEMENTARY SCHOOL, Aurora, Ontario
Grades JK - 8

July 2011 ST. JOHN'S AMBULANCE, Richmond Hill, Ontario
First Aid CPR Certificate

Aug. 2010 CANADIAN RED CROSS, Aurora, Ontario
Babysitter Course Certificate

SKILLS/QUALIFICATIONS:

- Communication Skills
• won first place in School Board Area 1 Oral Communications contest 2010
Writing Skills
• won honourable mention in Environmental Short Story Contest 2009
Math Skills
• participate in school Math club

VOLUNTEER EXPERIENCE:

Dec. 2010 OUR LADY OF GRACE CHURCH, Aurora, Ontario
ShareLife Christmas Food Drive Volunteer

ACTIVITIES AND INTERESTS:

Swimming, Acting, Painting, Writing

References available upon request

A Sample of a Combination Resume

An Outline for a Combination Resume

Name
Address
City, Province Postal Code
Telephone Number
E-mail

OBJECTIVE: Your goal regarding work or your reason for applying to this particular job.

SKILLS/QUALIFICATIONS: point form statements representing an OVERVIEW of your TOP skills and qualifications, as well as personal qualities that highlight your suitability to the job.

Think about the job you are applying for and choose the appropriate skills you have relating to the position. Organize these skills into categories, such as Communication Skills, Computer Skills, Teamwork Skills, etc. This section should provide the employer with clear and brief details of your skills acquired through previous work, education, hobbies or volunteer experience.

WORK EXPERIENCE: List any related work experience. It should be in chronological order starting with the most recent.

Dates (Month, Year)	Company Position explanation of responsibilities
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EDUCATION: List your education, training and other certifications.

Dates (Month, Year)	School Program, Certificate
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VOLUNTEER EXPERIENCE: List any volunteer experience (if applicable).

ACTIVITIES AND INTERESTS: List hobbies, interests, and activities that you feel might help you get the job (e.g. photography, horseback riding, sports, drawing)

References available upon request

Angela Doore
123 Cherry Street
Aurora, Ontario L1G 3A3
905-123-4567
a.doore@coldmail.com

OBJECTIVE:
The opportunity to work as a cashier assistant at a local grocery store.

SKILLS/QUALIFICATIONS:

Music Skills
• play the piano - Grade 5 piano
Personal Skills

- able to manage time and money effectively to achieve goals
- able to work independently
- aware of health and safety practices
- Communication Skills
- able to read and understand information quickly
- comfortable greeting people

WORK EXPERIENCE:

2011 - Present **Dog Walker**

- regularly walk elderly neighbour's dogs and help with feeding

2010 - Present **Babysitter**

- babysitting for several families after school, on weekends and during school vacations

EDUCATION:

2002 - Present HOLY SPIRIT ELEMENTARY SCHOOL, Aurora, Ontario

Grades JK - 8

July 2011 YORK REGION MUSIC CLUB, Thornhill, Ontario

Grade 5 Piano

Aug 2010 CANADIAN RED CROSS, Aurora, Ontario

Babysitter Course Certificate

VOLUNTEER EXPERIENCE:

July 2008 TOWN OF AURORA, Aurora, Ontario

Clean Up Our Parks Volunteer

ACTIVITIES AND INTERESTS:

Tennis, Music, Cross Country, Computer

References available upon request

Checklist of Personal Skills

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

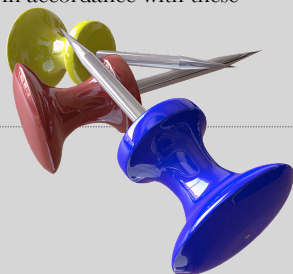
- work independently or as part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these



Identifying Your Skills



Skills Identification

The first important step in the job search process is to determine your skills and qualifications. A skill is something that you have learned or possess. It may have been learned through work, through school or through personal activities. Some skills are simply personality traits that you were born with.

Skills are generally classified into one of three categories - Personal Skills, Transferable Skills or Work Related Skills. Listed below are definitions and examples of the three skill types.

Personal Skills

Personal skills are similar to personality traits. These skills describe what you are like as a person and how you would naturally do things. Examples of personal skills include punctuality, honesty, reliability and dependability.

Work Skills

Work skills relate specifically to certain types of jobs or job fields. These skills are easily recognizable, however, because they are so specific they are difficult to transfer from job to job. Examples of work skills include the ability to operate a specific machine or knowledge of specific computer programs.

Transferable Skills

Transferable skills are those skills which can be easily taken with you (or transferred) from one job to another. Most people are unaware they have developed useful transferable skills through interests, hobbies and work. Examples of transferable skills include effective communication, problem solving and organizing. They are your greatest advantage because employers value their portability.

Transferable Skills

A. BASIC SKILLS

The skills needed as a base for further development. You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g. words, graphs, charts, diagrams)
- write and speak so other pay attention and understand
- listen and ask questions to understand and appreciate the points of views of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use a relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various subjects (e.g., the arts, languages, science, technology, mathematics and social sciences)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- be creative and innovative in exploring possible solutions
- use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- check to see if a solutions works, and
- act on opportunities for improvement

B. TEAMWORK SKILLS

The skills and attributes needed to contribute productively. You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve

C. A HANDY LIST OF SKILLS

- **Communicate:** Speak and/or write well and get your ideas across to other easily.
- **Interpret:** Look at things and make sense of them, figure out what makes things work, why there is a problem, etc.
- **Analyze:** Break a problem down to see what is really going on.
- **Creativity:** Use your imagination to come up with new ideas or to solve problems.
- **Order Goods/Supplies:** Keep track of items and how to order them.
- **Record Data:** Write thorough and accurate notes/numbers.

- **Decision Making:** Make good judgements about what to do in a difficult situation, even when the supervisor is not present.
- **Adapt to Situations:** Learn a new task and/or work in a different area with different co- workers.
- **Explain:** Tell others why you do certain things the way you do or why you think the way you do.
- **Calculate Numbers:** Use a calculator, cash register or computer to answer numerical questions.
- **Operate Equipment:** Turn equipment on and off as well as how to use it safely and wisely. (If you don't know how to operate certain things, you always ask for help.)
- **Learn Quickly:** Do new things and carry out new responsibilities easily by watching other or by following instructions.
- **Confident:** Believe in and feel good about yourself.
- **Helpful:** Enjoy helping people solve their problems.
- **Trustworthy:** Can be trusted to get the job done, to look after things or keep secrets that are very important to other people.
- **Efficient:** Perform tasks in the fastest and simplest ways that they can be done.
- **Organize:** Arrange people/plan events/put things in order so that they run smoothly.
- **Delegate:** Assign tasks to others to complete.
- **Take Instructions:** Follow instructions well, ask questions when you do not fully understand instructions.
- **Dependable:** Can be counted on to do what you said you would do (i.e. show up for work on time, do your job duties well).
- **Flexible:** Can carry out many different responsibilities, sometimes with very little advanced notice.
- **Self-assured:** Feel very confident and positive about yourself and your abilities.
- **Supervise:** Watch others to make sure that everything is ok and/or that they are doing their jobs well.
- **Time Management:** Plan your time so that you don't forget to do things, you're almost always/always on time, and you know how to prioritize and give yourself enough time to do the things that you need to do.M
- **Listen:** Listen/pay attention to what others are saying, without daydreaming or forming judgement about them.
- **Punctual:** Always on time for things.
- **Precise:** Make sure that things are done accurately, correctly and exactly.
- **Resourceful:** Think of new, creative and different ways to do things when there are no obvious solutions available.