

# Resume Guide

## Job Posting

- Carefully review each job posting, highlighting key words related to skills, knowledge and experience
- Remember: Always save or print a copy of each job posting you apply to, as you will need to review this before an interview

## Content

- Put the most relevant information on the first page – employers often spend as little as 6 seconds reviewing a resume!
- Tailor your resume to the job you are applying for – showcase your knowledge, skills, abilities and experience that are transferable to those listed in the job posting
- Review your resume for spelling and grammatical errors and consider having someone at the MAC's Career Planning & Employment Services office review your resume
- Use Action Words (verbs) to begin your bulleted achievement statements in your work experience section—this will help you create a more powerful case for how you've developed the key skills the employer is looking for

## Organization/Layout

- Try to keep your resume at 2–3 pages, with references on the third page; if applying to other countries, check their resume standards
- Present all relevant information in reverse chronological order (most recent to oldest)

## Formatting/Design

- Keep job titles on the left and dates on the right
- If you are having trouble keeping your resume on 2-3 pages, consider using narrower margins or choosing smaller line spacing
- Use a common font style and size (Calibri, Times New Roman, 11 or 12 point size, throughout your document); ensure consistency with your cover letter

## Infographic Resume

- This type of resume is best suited for creative industries such as communications, graphic design or social media, and includes visuals that catch the eye

## Social Media and Your Job Search

- Review all of your social media accounts and privacy settings
- Consider creating a LinkedIn profile which allows you to upload your resume content and connect with professionals locally and around the world

# Checklist

## Know Yourself and Your Audience

- Can you comfortably articulate your values, knowledge, skills, abilities, experience and interests as they relate to the position you are applying to?
- Did you perform an adequate amount of research on the prospective employer?

## Choose an Effective Format

- Did you choose a resume type that best suits your level of relevant experience and that effectively markets your skills, accomplishments and proven abilities?

## Showcase Your Skills

- Are you using one of the two recommended methods to showcase your skills (Highlights of Qualifications or Summary of Skills)?
- Did you begin your bulleted achievement statements with action verbs?
- Create skill statements that demonstrate your achievements rather than just listing descriptive adjectives (such as "good communication skills") or job duties. Try to use the Formula: Action word + skill + how you demonstrated or developed it.

## Polish Your Resume

- Is your resume easily skimmable and limited to 2-3 pages? (Listing your references on the third page is acceptable.)
- Have you reviewed your document for spelling mistakes and errors? (This is important for demonstrating effective communication skills.)
- Did you prioritize your content by placing the most relevant information first?
- Did you organize your information in reverse chronological order?
- Did you present the most targeted information on the left side first (i.e. job title(s) on the left, dates on the right)?
- Were you consistent with formatting, verb tense and font?

## Include Your References

- Do you have at least three references who can attest to your work ethic and professionalism, academic history and/or qualifications, and who have agreed to be a reference?
- If you choose not to include your references in your resume, be sure to bring your list of references and their contact information to the interview
- Once your resume is complete, provide a copy to each of your references

## CHRONOLOGICAL RESUME

If you have a logical, progressive work history that you want to showcase to the employer, choose the Chronological resume type (work history and experience are highlighted).

Your past employment experiences are your main selling feature and are relevant to the job you are applying for. Main job titles and organizations are emphasized and accomplishments and responsibilities are described in detail.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

### Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

### Suggested Resume Headings:

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

## ANITA CAREER

Hope, SK  
306-876-8879  
abc123@mail.com  
[ca.linkedin.com/in/anitacareer](https://ca.linkedin.com/in/anitacareer)

### HIGHLIGHTS OF QUALIFICATIONS

- Successfully exercised leadership for over two years by motivating employees to incorporate company's strategic plan, by being able to identify and integrate key issues affecting the organization, and by communicating in a way that allowed for change and new ideas
- Assisted project managers with all stages of the project life cycle, from the development of using a mind map to capture ideas, a process map to understand the work flow, a team chart to delegate assignments, and a project chart to manage the work
- Strong interpersonal, communication and group skills including team building, conflict management, strong community collaboration and program building capacity, human resource management and budget allocation
- Possess all required certifications, including: Emergency First Aid, CPR C and WHMIS, in addition to studies at the Master's level and a degree in Kinesiology
- Excel working in a team environment where collaborative initiatives such as team building drives the team spirit

### EDUCATION AND PROFESSIONAL CERTIFICATION

#### Master of Science Candidate – Kinesiology

Sept. 2017 – present

University of Saskatchewan, Saskatoon, SK

- Expected date of defense: May 2019

#### Masters Certificate in Project Management

May 2017

Edwards School of Business – KW Nasser Centre, Saskatoon, SK

- Eligible to take the Project Management Institute (PMI), Project Management Professional (PMP) exam

#### Bachelor of Science – Kinesiology

May 2016

University of Toronto, Toronto, ON

- Exercise and Sport Studies – Fitness and Lifestyle Professional Stream

### WORK EXPERIENCE

#### Saskatchewan Health Quality Board (SHQB), Saskatoon, SK

Sept. 2016 – Aug. 2017

Health Improvement Consultant, May–August 2016

- Assuming the leadership consultant role while collaboratively working with internal and external teams to facilitate quality improvement initiatives across Saskatchewan
- Building, maintaining and monitoring relationships within Saskatchewan's health care system
- Facilitating presentations to the various health districts in Saskatchewan based on understanding the research methods used to analyze the statistical data on the Saskatchewan Health population

Health Projects Management Specialist, Sept. 2015 – April 2016

- Aligned with three project managers, to spearhead and coordinate nine health projects from implementation to closure; while continuing to support project management best practices and tools
- Created and maintained a knowledge base of project experiences that was used to assist future projects

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs

One way to write your highlights of qualifications is to provide a quick snapshot of your experience, skills, academic background and personal qualities as they relate to the position.

#### 1st Statement

Summarizes the experience you have related to your job objective. (e.g. One year experience in graphic design.)

#### 2nd Statement

Describes your working knowledge of the various components or aspects of the position. (e.g. budgeting, report writing, program planning, etc.)

#### 3rd Statement

Outlines the various skills/strengths you possess to do the work effectively. (e.g. problem-solving, communication, time management, etc.)

#### 4th Statement

May refer to any academic background you have that complements your practical experience. (e.g. machine design, resource assessment, marketing, etc.)

#### 5th Statement

Lists your personal characteristics and attitudes as required on the job. (e.g. reliable, able to work under pressure, creative, etc.)

Begin with your most recent experience and work your way back (reverse chronological order).

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

Using Action Words to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

#### Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience.

This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), volunteering, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centres).

#### Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favorably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as *Volunteer Experience and Causes* (that you care about)

## ANITA CAREER

Page 2 of 2

### WORK EXPERIENCE CONT.

#### YMCA of Greater Toronto, Toronto, ON Apr. – Aug. 2016

Athletic Director Temporary

- Recruited and supervised a staff of 32 camp counselors, 48 aquatic staff, and 53 part time athletic trainers while overseeing training and setting work schedules
- Lead, assigned, and evaluated athletic coaches and staff members
- Prepared and administered the athletic program budget, requisitioned program supplies and equipment, while monitoring revenue and expenses

### EXTRACURRICULAR ACTIVITIES

#### Volunteer

Make It Right  
New Orleans, LA

May 2018

- Assisted with creating four raised flower beds made up of local perennials reliant on composting in the Lower 9th Ward

Habitat for Humanity Project – Women Build 2017 June 2017  
Saskatoon, SK

- Helped to build one home in Saskatoon, by installing vinyl siding

#### Memberships

- Brainsport Running Club, Saskatoon, SK Sept. 2016 – present
- YMCA of Greater Toronto and Saskatoon, Toronto, ON and Saskatoon, SK 2012 – present
- Toronto Rowing Club, Toronto, ON Summer 2012

#### Interests

- Active participant in the University of Saskatchewan Recreational Volleyball League
- Take pleasure in maintaining a healthy and active lifestyle
- Running enthusiast; currently training for the Regina Queen City Marathon
- Avid alpine skier and snowboarder

### REFERENCES

#### Jonathon Doe

Board Member  
Saskatchewan Health Quality Board  
306.555.0123 (B)  
[Jonathon.doe@mail.com](mailto:Jonathon.doe@mail.com)

#### Dr. Steve Smith

Professor of Kinesiology  
University of Saskatchewan  
306.555.2345 (H)  
[Steve.smith@mail.com](mailto:Steve.smith@mail.com)

#### Debbie Reynolds

Business Manager  
Campus Recreation  
University of Saskatchewan  
306.555.8798 (C)  
[Debbie.reynolds@mail.com](mailto:Debbie.reynolds@mail.com)

*The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.*

### References:

- References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/ attributes.

### Reference Tips:

- You will want to include three references who have agreed to be a reference
- If your references never change, include them in your resume in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like “*References provided upon request*”
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven’t already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

### Potential References:

- **Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic**: Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counselors
- **Religious/Faith**: Clergy, faith community members
- **Athletic**: Coaches, sport coordinators, athletic association personnel
- **Character**: Neighbors, home stay families, personal acquaintances

## FUNCTIONAL RESUME

If your formal experience is lacking or in a different field than the position you're applying for, but you have the skills necessary to succeed in the role, choose the Functional resume type (skills highlighted).

This approach highlights skills rather than work history. By examining the job posting, you can tailor 2–4 relevant skill-related sub headings and use bulleted points to provide evidence of your skills.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

### Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

### Suggested Resume Headings:

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

## ANITA CAREER

Hope, SK  
306-876-8879  
abc123@mail.com  
[ca.linkedin.com/in/anitacareer](https://ca.linkedin.com/in/anitacareer)

### Education

#### College of Arts and Science — Psychology (Honours program)

2014 – present

University of Saskatchewan, Saskatoon, SK

- Certificate in Criminology & Addictions, 2016
- University of Newcastle, Australia, Term Abroad, September–December 2015
- Dean's Honour Roll (in the top 7% for my college)
- Invited for membership into Golden Key (in the top 15% for my field of study)

### Certifications and Training

- First Aid and CPR: Emergency First Aid and CPR C; valid until Mar. 2020
- Suicide Prevention: Applied Suicide Intervention Skills Training (ASIST), June 2017
- Health and Safety: Conflict Resolution Training, Feb. 2016; WHMIS, Mar. 2017
- Self Defense for Women: Rape Aggression Defense (R.A.D.) System, Oct. 2016

### Summary of Skills

#### Community Service

- Commit to making positive changes in agency settings by providing accessible services and programming
- Able to educate volunteers, staff, clients, customers, and service users by providing the necessary training and mentorship supports to employees in their roles
- Building effective collaborative relations with all stakeholders to ensure that many different behaviours, attitudes and policies work effectively in cross-cultural settings
- Refined written, listening and oral communication skills through academic writing, group projects and community service experience
- Appreciate and understand the importance of confidentiality around contact information, program statistics and services

#### Leadership

- Led the University of Saskatchewan, Huskie Athletics, Women's Cross Country Team roster for the 2015 – 2016 year
- Chosen by the Arts and Science Peer Learning Community to prepare and present a poster board at the 2016 SK Youth
- Symposium on a 20 year longitudinal study on the effects of Fetal Alcohol Syndrome in children ranging in ages from birth – four, in Saskatchewan communities
- Competent in initiating, promoting and maintaining positive rapport and collaboration with campus student groups and their interim leaders
- Organized staffing schedules and managed production capacity for 50 employees at McDonalds; balancing the needs of parents, high school and post-secondary students, and workers with multiple jobs

### Work Experience

#### Supervisor and Team Leader May 2014 – present

- McDonalds Restaurant, Erindale location, Saskatoon, SK

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL?.

### Should I include high school on my resume?

If you are still in your first year of university, then it is okay to keep your high school listed. However, once you have completed your first year, you'll want to remove it from your resume.

The Summary of Skills section helps you to summarize the key skills that you possess that the employer is looking for in the job posting. Highlight skills you have acquired and how well you accomplish tasks.

### Summary of Skills Tips

- Usually includes 2–4 subsections of skills that are chosen based on what is listed in the job posting
- Begin statements with Action Words (verbs) and think about showcasing an accomplishment
- Be concise, but provide a clear example of HOW you have developed that skill
- Each subsection usually has 3–5 bulleted points

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

Using Action Words to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

### Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience.

This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), volunteering, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centres).

### Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favorably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as *Volunteer Experience and Causes* (that you care about)

## ANITA CAREER

Page 2 of 2

### Campus Involvement

#### Athletics

##### Women's Cross Country Team

Sept. 2016 – July 2017

Huskie Athletics, University of Saskatchewan, Saskatoon, SK

- Competed in national interuniversity competitions at the following sporting events: the Stewart Cup (Oct.); Canadian Interuniversity Sport (CIS) /Canada West Championship (Nov.); Downtown Lions Sled Dog and K of C Indoor Games (Jan.); Alberta Indoor Games (Feb.) Saskatoon Kinsmen Indoor Champs (March); and SK Summer Games (July)
- Organized the annual fundraiser for the Cross-Country Team called Brainsport BrainFreeze; 10 km run held on March 6, 2016

#### Memberships

##### Golden Key International Honour Society

2015 - current (Sept. - April)

University of Saskatchewan Chapter, Saskatoon, SK

- Involved in the SPARK a Change program; working with at-risk youth ages 14 – 17, in a group literacy program, held at the Saskatoon International High School Program within Saskatoon Public Schools at Evan Hardy Collegiate
- Organized a local Saskatoon event for Global Youth Service Day, held on Oct. 15, 2016, to donate the harvest of Saskatoon's Community Garden to the Friendship Inn

##### Saskatoon Psychology Students' Association

2015 - current (Sept. - April)

University of Saskatchewan, Saskatoon, SK

- Use social media platforms (Facebook and Twitter) to supply the membership with timely information around association events, answer questions and provide contacts as needed
- Understand the importance of digital branding and reputation management as one of three social media Administrators

#### Undergraduate Awards

##### Huskie Women's Cross Country Award

2017

- \$1,000 award for athletic ability and contributions to the Huskie Women's Cross Country team

##### James Barney Smyth International Study Abroad Award

2015

- Awarded to a College of Arts and Science student who has been approved to participate in a University of Saskatchewan exchange or student abroad program, for academic credit

#### References

##### Joni Campbell

Supervisor  
McDonalds  
306.555.8666 (B)  
[jeni.campbell@mail.com](mailto:jeni.campbell@mail.com)

##### Dr. Andrew O'Neill

Professor, Department of Psychology  
University of Saskatchewan  
306.966.1111 (B)  
[aoneill@mail.com](mailto:aoneill@mail.com)

##### Jennifer Weiss

Program Coordinator  
Spark a Change  
306.555.7892 (C)  
[j.weiss@mail.com](mailto:j.weiss@mail.com)

*The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.*

#### References:

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/ attributes.

#### Reference Tips:

- You will want to include three references who have agreed to be a reference
- If your references never change, include them in your resume in the final References heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like "*References provided upon request*"
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven't already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

#### Potential References:

- Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counselors
- Religious/Faith:** Clergy, faith community members
- Athletic:** Coaches, sport coordinators, athletic association personnel
- Character:** Neighbors, home stay families, personal acquaintances

## COMBINATION RESUME

If you possess both the experience and skills necessary to fill the position and want to highlight both areas to the employer, choose the Combination resume type.

This approach stresses one's skills and accomplishments, yet briefly lists responsibilities and achievements from the chronological work history.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

### Questions to consider:

- What educational experiences have you had?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

Using Action Words (verbs) to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

## ANITA CAREER

Prosperity, SK • 306-555-1211 • abc123@mail.com • [ca.linkedin.com/in/anitacareer](https://ca.linkedin.com/in/anitacareer)

### EDUCATION

#### Bachelor of Commerce — Management 2017

Edwards School of Business, University of Saskatchewan, Saskatoon, SK

- Group project – Analyzing a local art dealer's business plan in order to develop a new customer database

### SUMMARY OF SKILLS

#### Project Management

- Effectively engage with company stakeholders to pitch and execute a project management plan that showcases well defined oral, written communication and presentation skills; including the scope, costs and schedule
- Able to implement, plan, manage and measure projects and tasks in a timely, directed manner according to well-defined goals and outcomes
- Show commitment to the team's purpose and goals by being able to change work priorities and workplace practices to guarantee the project completion date
- Decreased employee turnover by 10%, through the effective coordination of four competing contracting crews in addition to ordering equipment and material resources ahead of crew arrivals

#### Collaboration

- Able to analyze and balance the customers' needs and expectations with the nature of the contracted work by managing costs, time, quality of work, and employee safety
- Execute the project plan by assigning resources, setting up tracking systems, determining how to update the project schedule and modifying the project plan in collaboration with multiple stakeholders
- Ensure that all project plans outline a communication strategy with goals, objectives, roles, methods and tools; recognize that different personalities and communication styles impact a team-based work environment
- Able to maintain positive and productive relationships by sustaining mutually beneficial partnerships with internal and external stakeholders

### RELATED WORK EXPERIENCE

#### Head Sales Representative

May 2017 – present

SaskAdco, Saskatoon, SK

- Overseeing, supporting and monitoring a team of eight sales representatives along with a sales budget of \$40,000
- Appointed to be the first point of contact for bulk contracting: managing both service and maintenance contracts
- Supervising and evaluating performance and account expenses while providing mentorship and sales training opportunities for new employees

#### Assistant Sales and Contract Manager

May – Aug. 2016

CGL Industries, Grande Prairie, AB

- Drafted, issued and finalized industrial proposals for maintenance contract services
- Provided support during sales and contract negotiations of CGL field maintenance and construction services
- Collaborated with the General Manager of Sales and Contracts to define and review CGL Industries' service packages to suit the specific needs of each client

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL?

The summary of skills section helps you to summarize the key skills that you possess that the employer is looking for in the job posting. Highlight skills you have acquired and how well you accomplish tasks.

### Summary of Skills Tips

- Usually includes 2–4 subsections of skills that are chosen based on what is listed in the job posting
- Begin statements with Action Words (verbs) and think about showcasing an accomplishment
- Be concise, but provide a clear example of HOW you have developed that skill
- Each subsection usually has 3–5 bulleted points

Begin with your most recent experience and work your way back (reverse chronological order).

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

**Suggested Resume Headings:**

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

**Do I need to include a section on volunteering?**

- Volunteering is a great way to show commitment to your community and is viewed very favorably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as *Volunteer Experience and Causes* (that you care about)

**ANITA CAREER**

Page 2 of 2

**SUPPLEMENTARY WORK EXPERIENCE**

**Labourer** **May – August 2015**

- J & R Construction, Grande Prairie, AB
- Handled construction materials; loaded and unloaded the trucks with supplies, equipment and construction materials
  - Excavated, backfilled and compressed the subgrade to prepare for construction of a new highway

**ACADEMIC AWARDS**

**Rotary Award** **2016**

- Awarded for community involvement and academic achievement

**University of Saskatchewan Entrance Scholarship** **2014**

- Awarded \$1000 for academic achievement; Grade 12 average between 90% - 92.2%

**VOLUNTEER EXPERIENCE**

**Member, Board of Directors** **Oct. 2017 – present**

- Sarah's House – Services for Sexual Abuse Survivors Inc., Saskatoon, SK
- Guiding a staff of four in running the daily activities and programs for survivors and their families
  - Handling the administration and accounting of the annual budget to secure funds for agency projects

**Big Sister** **Sept. 2015 – April 2016**

- Big Brothers and Big Sisters of Saskatoon, Saskatoon, SK
- Matched with an 11 year old girl to engage in meaningful social activities with others of similar age and participated in one-on-one relationship-building activities

**ACTIVITIES AND INTERESTS**

- Enjoy playing recreational softball
- Captain of a co-ed volleyball team, Campus Rec, University of Saskatchewan Sept. 2016 – April 2017
- Active participation in the University of Saskatchewan Mentorship Program Sept. 2015 – April 2016

**REFERENCES**

**Carlo Pivetta**  
 Art Dealer  
 Collectors Gallery  
 Saskatoon, SK  
 Bus: 306-555-1234  
 Res: 306-555-1235  
[cpivetta@collectorsgallery.ca](mailto:cpivetta@collectorsgallery.ca)

**Jamie Freespirit**  
 Buddy Match Coordinator  
 Big Brothers and Big Sisters  
 Saskatoon, SK  
 Bus: 306-555-1236  
 Res: 306-555-1237  
[freespirit@bigbrobigsis.ca](mailto:freespirit@bigbrobigsis.ca)

**Clara Jordan**  
 Sales and Contract Manager  
 CGL Industries  
 Grande Prairie, AB  
 Bus: 306-555-1238  
 Cell: 306-555-1239  
[clara@cgl.com](mailto:clara@cgl.com)

*The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.*

**References:**

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/ attributes.

**Reference Tips:**

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your resume in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like “*References provided upon request*”
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven't already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

**Potential References:**

- **Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counselors
- **Religious/Faith:** Clergy, faith community members Athletic: Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbors, home stay families, personal acquaintances

# Action Words (verbs)

**Is your resume career ready?** Just as it is essential that you display a **professional work ethic** you must also be able to **manage your career**, by being able to articulate your values, knowledge, skills, abilities, experience and career goals and also identify areas necessary for professional growth. Employers who hire MAC students and alumni look to candidates that display career readiness competencies in addition to other possible competency areas.

## NACE'S CAREER READINESS COMPETENCIES\*

### Teamwork/Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, sexual orientations, religions, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Achieved	Introduced	Recommended	Streamlined	Surpassed
Completed	Mediated	Reduced	Strengthened	Transferred
Contributed	Participated	Restored	Structured	Unified
Expanded	Partnered	Revamped	Submitted	Utilized
Improved	Provided	Solved	Supported	

### Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate others

Administered	Delegated	Facilitated	Managed	Recommended
Chaired	Designated	Hired	Motivated	Reorganized
Conducted	Enhanced	Implemented	Oversaw	Spearheaded
Consolidated	Established	Improved	Planned	Supervised
Contracted	Evaluated	Initiated	Prioritized	

### Critical Thinking/Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Acted	Distinguished	Identified	Negotiated	Recognized
Communicated	Estimated	Inferred	Observed	Reflected
Conceptualized	Examined	Leveraged	Persisted	Resolved
Deduced	Formulated	Measured	Persuaded	Synthesized
Defined	Gathered	Monitored	Reasoned	

### Communications (Oral and Written)

Articulate thoughts and ideas clearly and effectively in written and oral forms to people inside and outside the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Advised	Cooperated	Edited	Mediated	Published
Briefed	Counselled	Influenced	Moderated	Recruited
Clarified	Directed	Informed	Negotiated	Reported
Collaborated	Documented	Interpreted	Presented	Translated
Contributed	Drafted	Lectured	Printed	

### Digital Technology/Technical

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Adjusted	Calibrated	Fabricated	Navigated	Simulated
Applied	Converted	Installed	Overhauled	Standardized
Assembled	Designed	Manufactured	Programmed	Upgraded
Augmented	Digitized	Mapped	Remodeled	Utilized
Calculated	Engineered	Modified	Repaired	

### Global/Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences. As a MAC graduate, demonstrating specific knowledge of Aboriginal peoples, and their history, is also crucial.

Accompanied	Explored	Projected	Travelled
Adapted	Harmonized	Reconciled	Volunteered
Bridged	Interconnected	Recognized	
Conversed	Internationalized	Restored	
Dedicated	Licensed	Specialized	
Discovered	Listened	Strengthened	
Diversified	Observed	Sustained	
Expatriated	Programmed	Transnationalized	

## Administrative/Clerical

Approved	Complied	Maintained	Purchased	Standardized
Arranged	Dispatched	Monitored	Recorded	Systematized
Catalogued	Distributed	Operated	Retrieved	Tabulated
Charted	Documented	Organized	Reviewed	Transformed
Classified	Executed	Prepared	Scheduled	Updated
Coded	Generated	Prioritized	Screened	Validated
Collated	Implemented	Processed	Set up	Verified
Collected	Inspected	Proofread	Specified	Word Processed

## Creative

Abstracted	Designed	Generated	Made	Shaped
Adapted	Developed	Illustrated	Modeled	Sketched
Arranged	Directed	Improvvised	Painted	Solved
Composed	Drew	Initiated	Performed	Visualized
Conceptualized	Entertained	Innovated	Planned	
Cooked	Established	Integrated	Predicted	
Customized	Fashioned	Introduced	Produced	
Demonstrated	Founded	Invented	Revitalized	

## Financial

Administered	Budgeted	Financed	Marketed	Reconciled
Allocated	Calculated	Forecasted	Ordered	Reduced
Analyzed	Checked	Inspected	Organized	Selected
Appraised	Computed	Investigated	Planned	Tracked
Audited	Developed	Maintained	Prepared	Verified
Balanced	Evaluated	Managed	Projected	

## Research

Analyzed	Correlated	Extrapolated	Monitored	Summarized
Calculated	Critiqued	Gathered	Observed	Surveyed
Catalogued	Discovered	Identified	Organized	Synthesized
Clarified	Evaluated	Inspected	Proved	Tabulated
Collected	Examined	Interpreted	Researched	Tested
Compared	Experimented	Interviewed	Reviewed	Uncovered
Computed	Explored	Investigated	Solved	Verified
Conducted	Extracted	Located	Studied	

## Supporting

Advised	Cared	Delivered	Guided	Represented
Advocated	Carried out	Educated	Mentored	Resolved
Aided	Clarified	Empathized	Motivated	Saved
Assessed	Coached	Encouraged	Provided	Served
Assisted	Coordinated	Facilitated	Referred	Suggested
Attended	Counselled	Familiarized	Rehabilitated	Supported

## Teaching

Adapted	Cooperated	Enforced	Individualized	Set goals
Advised	Coordinated	Evaluated	Informed	Stimulated
Assisted	Counselled	Explained	Initiated	Substituted
Clarified	Developed	Facilitated	Instructed	Trained
Coached	Enabled	Graded	Schooled	Tutored
Consulted	Encouraged	Guided	Served	

## CAREER PLANNING & EMPLOYMENT SERVICES

Office AS117, Arts & Sciences Building  
 Mineral Area College, P.O. Box 1000, Park Hills, MO 63601  
 careerservices@MineralArea.edu  
 Alison Sheets at (573) 518-3848  
 www.MineralArea.edu/students/StudentResources/CareerServices  
 f t i n o



**MINERAL AREA COLLEGE**

\*Adapted from the Career Readiness Materials developed by the National Association of Colleges and Employers (NACE).