

FORMAT GUIDELINES

- Font: Name @ 14 to 24, Headings @ 12 or 14, Contact Info and General Text @ 11 or 12
- One or two pages (no more!) on 8 ½ x 11 paper. When e-mailing, unless otherwise specified, use .rtf (in Word) or .txt (Notepad)

NAME & CONTACT INFORMATION

- Address (permanent and/or current)
- Telephone (home and/or cell)
- E-mail Address – be sure to use an appropriate address (i.e. not an unprofessional sounding nickname)

CAREER OBJECTIVE (OPTIONAL – ONLY INCLUDE WHEN YOU HAVE A SPECIFIC OBJECTIVE OR INTEREST)

- Emphasize functional areas in which you seek employment and general level of position you want
- Short and long term objectives may be included
- Be sure to tailor your objective to each position you apply for

EDUCATION

- If you are currently a full time student or recent graduate, this section should come at or near the top
- Institution(s) where you studied, city and province (i.e. ON)
- Degrees, diplomas, professional certification
- Concentration: including major and career related subjects
- Scholarships or awards (include dates) – select the most appropriate awards

EMPLOYMENT EXPERIENCE/RELATED EXPERIENCE

- Proceed in reverse chronological order (start with the most recent)
- List job titles, company name, city, province and dates (months or years, not specific dates) of employment
- Indicate level of responsibility and describe duties highlighting accomplishments
- Use action verbs to stress extraordinary accomplishments and skills
- Description MUST be in a bulleted format

VOLUNTEER EXPERIENCE OR COMMUNITY INVOLVEMENT

- An important section, especially for students who lack career-related work experience
- Volunteer experiences should be formatted in the same style as work experiences
- Employers look at this section to discern your “Star Quality” (i.e. leadership, initiative, energy)
- Indicate duties performed, level of responsibility, accomplishments, and skills gained

RELATED SKILLS

- List specific skills – computer, languages (indicate level of skill), research, technical and report writing
- Include health & safety training (CPR, First Aid and WHMIS)

INTERESTS/ACTIVITIES/ACCOMPLISHMENTS/EXTRA-CURRICULAR ACTIVITIES

- Indicate professional development activities
- List additional training and workshops or conferences attended
- Indicate affiliations and memberships in clubs, societies, and career related associations
- If appropriate, consider listing additional activities you are committed to. Not hobbies, but activities that may be a conversation piece in the interview or show high level of commitment and involvement (e.g. organized sports, performance musician, scuba-diving, etc.)

REFERENCES AVAILABLE UPON REQUEST

- Reserve references until the interview process (unless the job description asks for references)
- NOTE: Be prepared to provide 3-5 employment, academic, and/or personal references