

RESUME GUIDELINES

1. Type the resume on 8 ½ x 11" plain white, cream, grey or ivory bond paper (un-punched).
2. The resume should not exceed two typed pages.
3. Use full capitalization for headings and company names.
4. Write all words and numbers in full. Do not use abbreviations.
5. Write in third person. Try to avoid using "I" when possible.
6. For education, work experience and volunteer experience, write in the order of most recent to least recent.
7. DO NOT include personal data such as: age, health, height, weight and your social insurance number. This information does not need to be included on the resume.
8. References are people whom you feel would recommend you for a job. A combination of present and previous employers, teachers, organization leaders, team coaches and neighbours should be used. Three reference categories to keep in mind are: employment, character and academic. DO NOT use relatives. It is common courtesy to ask all references prior to listing them on a resume. Also, the reference will be better prepared to speak on your behalf if they are aware that they might be called. Include references on your resume. DO NOT state "Available on Request".
9. Emphasize your skills and accomplishments but don't exaggerate them or give misleading information. If the prospective employer uncovers even the smallest error, they might doubt the truth of your entire resume.
10. Use lots of action verbs, such as 'supervised', 'organized', 'developed'.
11. Ensure that your resume is neat and error free. Have someone check it for grammar and spelling and ask that person for their general impression. DO NOT rely on spell check or grammar check programs to be accurate.
12. Save your resume on a disk so you can update it readily or change it to fit each job application situation. (Bring your disk to school.)
13. Don't mail your resume to a prospective employer without a cover letter.
14. Protect your resume in an envelope or a briefcase to avoid getting it dirty or wrinkled.