



What's the purpose of a resumé?

- To convince the employer that you have what it takes to be successful in the position
- To inspire the employer to pick up the phone and set up an interview with you

What guidelines should I follow when creating my resumé?

- Each resumé should be tailored to the employer's needs as much as possible. Look at the requirements of the job, and highlight only the relevant qualifications on your resumé. If you have a lot of work experience, it is best to list only three or four of your previous jobs, usually the most recent.
- Focus on your skills, personal qualities, achievements, and quantifiable accomplishments using past tense verbs (e.g., created, led, initiated).
 - » See the "Marketing Me Inc." handout for powerful action verbs to describe your activities and a list of sample accomplishment statements.
- A resumé is a summary of your experience and should be kept to two pages.
- Make points that are concise and have impact (i.e., do not use paragraphs). Use bullets. Constantly ask yourself, "How will adding this piece of information get me an interview?" "Have I already said this elsewhere?"
- List the most important points first when organizing your headings and content.
- Include a cover letter when you present a resumé to an employer.
- When faxing or emailing your resumé, follow up by sending an original whenever possible.
- Be honest. You should make the most of your experience and achievements, but do not mislead the employer.

What should I include in a combination resumé?

Contact information

- On the first page, include your name, address(es), telephone number, and email address.

Do not include personal data such as age, gender, marital status, social insurance number, health status, or a photograph.

Profile statement

A profile statement clearly and concisely conveys your qualifications, experience, and education in terms of the company's needs and values.

Summary of strengths and skills

- List several points highlighting your strengths and skills that are pertinent to the position
- Briefly summarize essential information that you will elaborate on in the following sections

Education

- Education should be in reverse chronological order, starting with your most recent degree (or the degree for which you are working towards completion)
- High school details are optional
- Include special coursework, clinical placements, thesis details, or extra certification that is particularly suited to the employer's needs
- Mention grades if they are noteworthy (e.g., honours student, Dean's list, etc.)

Awards (optional)

- Include honours, citations, scholarships, passport to education, and any other recognition
- If you have earned only one or two awards, list these under Education with the related details

Work/related/other/volunteer experience

- List your experiences in reverse chronological order (i.e., your most recent position first)
- For each position:
 - » List your position title, company, and dates of employment
 - » Include your notable accomplishments and key responsibilities
- Work experience can be divided in several ways, or included under one heading, depending on the amount of each

Extracurricular activities and interests (optional)

- Things to include might be: on-campus clubs you belong to (including positions you may have held), activities that demonstrate communication ability (e.g., Toastmasters), team sports you participate in and your level of success in a sport, participation in a band or musical group
- Be sure you know why you are including this information and how the activity benefits or would be of interest to the employer

References

- Do not include references on your resumé, unless the employer asks for them explicitly
- Prepare a separate reference sheet and make sure you leave a copy with the interviewer
- Include each reference's name, address, phone numbers, email address, position, and place of employment
- The ideal number of references is three. The best references are previous supervisors from past work and volunteer experiences. Second best are professors, TAs, or anyone who has had an opportunity to review your work. Third best are personal references such as friends of family.

Content adapted from UBC Career Services, Vancouver campus

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PROFILE

Dedicated environmental educator, experienced in leading and inspiring youth to attain conservation and self-esteem goals.

HIGHLIGHTS OF QUALIFICATIONS

- Three summers of experience leading outdoor programs for children
- BSc, Biology major, Environmental Sciences minor (May 2014)
- A nature nut with a contagious enthusiasm for environmental appreciation and preservation
- Skilled at designing activities to capture and maintain children's attention
- First Aid certification

EDUCATION

BSc, Biology major, Environmental Sciences minor, UBC May 2014

RELATED EXPERIENCE AND ACCOMPLISHMENTS

- | | | |
|---|--|---------------------------------|
| Educator (volunteer) | Evergreen Foundation, Kelowna, BC | Sep 2009–present |
| <ul style="list-style-type: none">▪ Planned and implemented public education and fundraising events for a non-profit that promotes pollution reduction.▪ Promoted Evergreen's programs and services by distributing information and literature to over 1,000 people at the Kelowna Green Day Conference.▪ Increased public awareness on issues of recycling and air pollution by talking with potential donors during 15 fundraising events. Exceeded our fundraising goals by 10% last year. | | |
| Day Camp Leader | YWCA, Kelowna BC | Jun–Aug 2013 |
| <ul style="list-style-type: none">▪ Coached summer day camps for youth ages 7–10. Led activities such as hiking, kayaking, and orienteering.▪ Connected children to nature by creating an innovative, week-long "Hug a Tree" program where children adopted and cared for a tree. 65% of participants ranked this as their favourite activity in evaluations.▪ Enriched children's summer experiences by designing activities that were fun, interactive, and educational. | | |
| Camp Counsellor | Big Cove Camp, Lake Country BC | Jun–Aug, 2011 & 2012 |
| <ul style="list-style-type: none">▪ Planned and coordinated activities for a group of inner-city youth, ages 12–14.▪ Camp mandate was to improve troubled youth's self esteem through outdoor pursuits.▪ Improved participation of minority and marginalized children by creating an introduction game called "Guess my Gift," which my supervisor noted as an outstanding contribution during our year-end celebration.▪ Expanded camp's swimming and boating programs by 30% by developing and delivering a beginner's water safety class. | | |

OTHER EXPERIENCE

- | | | |
|--|--------------------------|---------------------|
| Customer Service Representative | Sears, Kelowna BC | Mar–Sep 2010 |
| <ul style="list-style-type: none">▪ Maintained customer satisfaction by offering personable, efficient service with a smile. | | |

EXTRACURRICULAR ACTIVITIES

- | | |
|---|--------------|
| BC Federation of Mountain Clubs, member | 2009–present |
| UBC Debating Team, member | Sep–Mar 2010 |
| Kayaking, hiking, swimming | |