

Capsule 8 – The Resumé

Goal: Creating a winning resumé

Introduction

What is your experience? Your educational level? What are your interests? The resumé is an essential tool that allows your future employer to know you in a nutshell. Your resumé is basically a photo of yourself.

You would never dare show up to an interview wearing a sweater with a hole in it or a coffee-stained jacket? Then, why leave errors or mistakes in your resumé? A neat presentation will make you look good.

Also, remember that employers receive tons of resúmes. A good resumé has to catch their attention within 20 seconds. Thus the importance of being brief! Limit-yourself to a resumé of 1 to 3 pages.

I'm ready... what do I put in it?

A resumé usually contains the following sections:

- Contact information
- Work experience
- Training
- Advanced training

Depending on your needs, you can also add sections such as voluntary work, awards, complementary training, hobbies, etc. But remember: it is better to choose the most relevant information rather than writing everything and creating an overloaded document.

In what order?

There are many types of resúmes. It is up to you to choose the type which will put your best features up front.

THE CHRONOLOGICAL RESUMÉ

This is the most traditional resumé. To create a chronological resumé, you should go back in time and describe your experience starting with the most recent position held.

Contents: The name of the employer, the start and end dates as well as the duration of the job, the position and a task description.

For whom?

For people who stayed in the same field of employment throughout their career, this type of resumé highlights their path and development process. This type of presentation also allows to see an employee's stability if they stayed at the same company for a long time.

Pluses

It is the easiest type of resumé to create

Brings out job stability

Highlights the path and development process of an employee

Minuses

Holes in your career (maternity leave, sabbatical year, sick leave, unemployment, etc.) are obvious!

A few examples

http://emploiuebec.net/Guide/en/Exemples/cv_chron.htm

http://www.jeunesse.gc.ca/imagesv2/pubs/looking/i_chrn_resume_e.gif

<http://career.jobboom.com/resume/resume-chrono-1.html>

THE SKILLS-BASED RESUMÉ

This type of resumé highlights your skills as well as your achievements.

Contents: Experiences are grouped by theme and sorted by priority based on the job you wish to obtain.

For whom?

If you have little or no experience.

If you wish to reposition your career.

If you worked at many jobs in very different fields.

Pluses

This is very efficient to highlight the aptitudes and skills directly related to the job you wish to obtain. This also allows you to bring out abilities you may not necessarily have used in a job before.

Minuses

This type of resumé is much more difficult to write than the chronological one. Also, you regularly have to adjust your resumé based on the desired job. To do so, do not hesitate to ask an employment advisor for help.

Examples

http://emploiuebec.net/Guide/en/Exemples/cv_fonc.htm

<http://career.jobboom.com/resume/resume-skilled-1.html>

http://www.jeunesse.gc.ca/imagesv2/pubs/looking/i_func_resume_e.gif

THE MIXED RESUMÉ

The mixed resumé is a clever mix between the chronological presentation and the skills-based presentation. While writing the history of your career, you can describe the skills you acquired in your various jobs. It is without a doubt the most popular type of resumé.

Contents: Achievements are presented first. Then, you should add a detailed and chronological list of the positions you occupied.

For whom?

You held various positions in the same field, but for many employers.

You have had many temporary contracts.

You changed jobs often.

Pluses

Easier to modify than the skills-based resumé, the mixed resumé still allows you to highlight your skills. You can modify at will the first part (achievements) while keeping the second part intact (job history). This type of presentation highlights your best moves, even if they go back a few years.

Minuses

Once again, this type of presentation is efficient, but hard to create. A lot of thinking must be put into setting up this type of resumé. An employment advisor can help you.

http://emploi Quebec.net/Guide/en/Exemples/cv_mixte.htm

http://www.jeunesse.gc.ca/imagesv2/pubs/looking/i_combin_resume_e.gif

<http://career.jobboom.com/resume/resume-mixed-1.html>

Golden rules for a successful resumé

Your resumé is the key that will open many doors for you if it is well done. Put in as much effort as possible to make it appealing. Here are 10 golden rules for a successful resumé.

- Be brief.
- Be clear.
- Be precise.
- Stay with the facts.
- Avoid funny resumé (often in dubious taste).
- Do not add images or colours (unless you work in an artistic field).
- Never lie.
- Print your documents on paper of neutral colour.
- Use an easy to read and large enough font.
- Avoid bold or underline characters, as well as fantasy ones.
- Make your text as clear as possible (do not hesitate to leave empty lines or write double-spaced).
- Make sure to highlight important information.
- Carefully check your contact information (address, phone number, e-mail).

- Print on the recto of the sheet only.
- Avoid erasures.
- Use the active form, always preferable to the passive form. Here is a list of verbs you can use: *administer, analyze, compile, oversee, inform.*
- Errors may send your resumé straight to the garbage. Have your resumé checked by someone who has a firm grasp of spelling and grammar. If you do not know anyone who could help you, do not hesitate to turn to an employment advisor.

THINGS TO AVOID

Here is some personal information that should stay that way.

- Age, weight, height
- Ethnic group, religion
- Social insurance number
- Names and phone numbers of your references (you will provide them if asked by the employer)
- Civil status (married, single)
- Photo

In addition, you do not have to go back to your elementary school days. High school will be more than enough.

MORE TIPS...

Your situation is difficult and you do not know how to create an efficient resumé? A very interesting series of questions and answers which could help you

http://www.jobsetc.ca/content_pieces.jsp;jsessionid=C335DA55F3636EA02B915C4B59712CA1.jvm8

To help you

http://www.jobsetc.ca/content_pieces.jsp?category_id=212&root_id=201&crumb=68&crumb=740&crumb=540&crumb=1&crumb=34&crumb=106&lang

Online forms to create your resumé

Monster.ca

<http://resume.monster.ca/>

Resumé Centre (Monster.ca)

Canada prospects

http://www.careerccc.org/products/cp_nav/home.cfm?yearid=12§ionid=4&art_number=4&1=e&access=

Resumé Centre from Service Canada

<http://srv601.hrdc-drhc.gc.ca/jobmatching/common/login.aspx>

Paper job application forms

Many businesses ask that you fill out a job application form. Here are a few tips to make this step a success.

- Before you fill out the form, make sure you have at hand all the information you may need (resumé, cover letter, etc.).
- Read the entire document before you start filling it out. It will be easier to decide how to spread out the information among the various categories.
- Do not hesitate to write “Does not apply” in the sections where you cannot answer. Remember that lying never pays.
- Do not write “see attached resumé”.
- Write your answers in the allocated space. Try not to write outside the borders.
- Hand in a clean copy: to avoid erasures, start by filling out a first draft. And use your best handwriting!
- Along with the form, you can always leave a cover letter and a resumé. However, remember that these documents do not replace the form that the employer asked you to fill out.

A form example

<http://emploi.quebec.net/Guide/en/Exemples/formulaire.htm>

On-line forms

More and more employers use on-line recruiting. Thus, you might have to fill out a Web form.

Odds are the employer uses the auto scanning function as its first technique to sort among the received applications. A good tip: look for keywords and verbs included in the ad you are answering and include them in your form or resumé.

When possible, start by printing the form and fill it out by hand.

And remember: because it is online does not mean quality requirements are lower. Be careful: a typo can happen so fast! Before you send the form, print a copy of it that you can give for review to someone you trust!

Try to avoid bold, underline or italic characters: certain forms do not accept any formatting.

To learn more

Have you thought about everything?

A reference to review your resumé.

<http://travaillez.vous.net/verif.html>

Evaluation questionnaire

Have you written your resumé?

Has your resumé been reviewed by someone you trust?