



Writing Your Resume

Usually the first contact that you have with a potential employer is through a job application and/or your resume, but you must remember that yours is one of many resumes. The challenge is how to make the employer interested enough to read your resume want to know more about your skills and curious enough about you to want to meet with you for an interview. A resume will not get you a job, the function of a resume is to open the door to an interview

The average employer spends 30 seconds reading each resume that does not give you much time to get their attention and make them want to read beyond the initial scan.

Organize your resume according to its focus You must research the job that you are applying for and identify the skills that are most relevant for this job. Start by carefully reading the add or job posting, the employer will tell you what they want try and cover as many of these skills/qualification as possible.

Most employers want and expect some fundamental skills, like the ability to COMMUNICATE, to be a CRITICAL THINKER, to be a LIFE LONG LEARNER, to have a POSITIVE ATTITUDE and BEHAVIOUR, to be RESPONSIBLE, ADAPTABLE, HONEST and a TEAM PLAYER. Don't be afraid to use the buzzwords employers want to hear.

Don't fill your resume with irrelevant information, Your resume should include skills and relevant experience. Street numbers, postal codes of past employers, personal information such as gender, weight, religion and marital status do not need to be included this will just clutter up the resume.

The presentation of your resume is also very important it is a good idea to **bold** and/or *italicize* any information that you want to stand out. However do not **BOLD AND UPPERCASE THE ENTIRE RESUME** this makes it harder to read. Always use a spell check and ask someone to proof read the resume before sending it out.

Skills, What can you offer an employer.

The most difficult step in writing you resume may be determining the marketable skills that you have that makes you good candidate for employment. Basically there are two types of skills Job Specific skills such as truck driver, machine operator, stores clerk, carpenter etc.

The other skills set are soft skills, which can be transferred to any type of work. Skills such as interacting well with others, organization skills, adaptable, good communicator, and personal work ethic. Both skill sets are equally important.

You may think that you have no marketable experience but if you start to consider all the jobs that you have done, write down the skills that were needed to do each job and you should have a good basis for an effective resume. You have also gained many skills in your personal life through volunteer work; coaching kids hockey, even running a busy household, these all require marketable skills. Did you know that researchers have stated that we each have approximately 500 skills?

The training that you have received such as WHMIS, Work Place hazards, tow motor driving, enclosed space training are all desirable skills in today's market place and should be included in your resume. The labour adjustment committee can help you with these skill and training descriptions.

Your resume should also include categories such as Knowledge, Education, related work experience, Volunteer work, and Community activities.

Use these simple tips when writing a resume keep it short, keep it focused and keep it attractive, this may just get you in the door. Most importantly your resume should be customized to the particular type of work you are applying for.

Your resume is not complete until you have a cover letter to send with your resume.