

RESUME DEVELOPMENT

Hiring managers take under 30 seconds to review, consider and make a decision about your resume! Here is one page of our most essential advice for resume writing.

1. Establish an employment goal

Before you start writing your resume, first determine what your employment goal is. Your employment goal must be:

- ✓ **Specific:** What area of work would you like to pursue, and which specific position would you like to work in?
- ✓ **Measurable:** What specific skills, credentials, education, attributes and other qualifications do you already have which qualify you for your desired position?
- ✓ **Realistic:** Do you have the required qualifications to obtain your employment goal? If not, what types of qualifications would you need to obtain to realize and achieve your employment goals

Remember: Employers want specific candidates to meet their needs, so your goal is to find employers whose specific needs you meet!

2. Identify the skills and personal attributes required by the employer




Research the company and the job posting to find the skills that they want to see on your resume.

Job Advertisement Says	Your Resume Must Reflect
"You and your team will work with design and dedicated technical teams to ensure requirements are implemented efficiently and appropriately"	Teamwork skills: how well do you work in a team? Are you accountable to your co-workers and your managers?
"We're moving aggressively to build new and innovative solutions for our customers."	Motivation: Do you want to succeed? Do you set personal goals for yourself?
"Nimbleness and comfort with ambiguity; a track record of responding quickly to rapidly evolving threats and opportunities"	Fast-paced environment: do you work well under pressure? Creativity: Do you offer up new ideas or new solutions to problems?

3. Identify your skills and attributes that match with the employer's needs

Write skill statements to demonstrate your skills: Action Verb + Task/Responsibility + Why You Did It

Job Advertisement asks for: "Responsible for following all health & safety regulations". How do you show it?

Building Your Skill Statement	Your Skill Statement	Effectiveness
Action Verb	Swept floors	
+ Task/Responsibility	Swept main floors and common areas	
+ Why You Did It	Swept main floors and common areas to adhere to health and safety regulations	

4. Choose a resume format

Combination Resume

- ✓ Focuses on skills
- ✓ Can help hide gaps or problems with your employment history
- ✓ Emphasizes areas of experience and personal interests even if you don't have related work experience.

Useful When	Not Useful When
You want to demonstrate skills from other experiences (not just work)	You are unclear about your career direction
You are a student, or entering a new field	You want to draw attention to your work history

Chronological Resume

- ✓ Focuses on work history
- ✓ Lists most recent employment experience first

Useful When	Not Useful When
You want to stay in the same field and highlight your history	You want to change your career to a new field
You have been promoted or given more responsibilities	You have changed jobs frequently or have long breaks

Resume Sample

COMBINATION RESUME TEMPLATE

NAME _____

Address: _____

Phone: _____

Email: _____

Use current contact info with a professional voicemail and email

HIGHLIGHTS OF QUALIFICATIONS

• _____

• _____

• _____

This section should include the top four or five qualifications or experiences you possess targeted to the job (or 4 or 5 reasons why the employer should choose you!)

RELEVANT SKILLS

Skill Category _____

• _____

• _____

• _____

Skill Category _____

• _____

• _____

• _____

EDUCATION

Program _____ Year _____

Institution _____ City, Country/Province _____

Put most recent jobs first!

EMPLOYMENT HISTORY

Position _____ Month Year _____ – Month Year _____

Company _____

- Action verb + tasks
- Action verb + tasks

Position _____ Month Year _____ – Month Year _____

Company _____

- Action verb + tasks
- Action verb + tasks

VOLUNTEER / EXTRA-CURRICULAR EXPERIENCES

Position _____ Month Year _____ – Month Year _____

Company _____

Also include in this section: sports teams, associations and fundraisers.

REFERENCES AVAILABLE UPON REQUEST

Be sure to write Manitoba Institute of Trades and Technology, not MITT.

This is optional to include.

Skill categories change depending on what your field is. For example Hair Styling might use "Hair Styling" and "Reception" as the titles of their categories. Use the job description and step 3 of this page to create the skill statements.

Resume Tips: General Format and Content Reminders!

Format	Content
<ul style="list-style-type: none"> Usually 1-2 pages in length Layout- makes it easy to read with lots of white space Recommended fonts: Times New Roman or Arial in 12pt size Use Bold or <u>underline</u> or <i>italics</i> to set off information such as certificates or job titles Use point form rather than full sentences Put your name on each page 	<ul style="list-style-type: none"> Must be tailored to the specific job- match your skills with an employer's needs! Lead with the most important information Use action verbs: e.g. coordinated, supervised, created Be consistent with verb tenses Consider ways to make you stand out from other applicants PROOF-READ before you send it out!