



## Different Types of Resumes

**Chronological Resume:** Demonstrates consistent work history, however, can highlight job gaps or irrelevant experience.

**Functional Resume:** Includes paid work experience as well as other experiences.

**Combination Resume:** Sorts and highlights skills; provides work and education information in chronological order but again highlights gaps and irrelevant experience. This is the most common type of resume used.

**Curriculum Vitae (CV):** More commonly used for academic or scientific positions is longer and contains more detail such as citations and published papers. Is a good way to keep track of all skills, experiences, employment history and accomplishments, but may not work for distributing to employers.

**On Line Profile:** May be in various platforms (ie: LinkedIn). Easily accessible.

## The Key to a Successful Resume

Your resume and Cover Letter ARE your first impression. There is no ONE answer for the perfect resume: it depends on who will be reading it!

This is your opportunity to show your accomplishments, successes and ultimately why an employer should offer you the job!

*“Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it.”*  
Bruce Lee

### STEPS

#### **Understand and Know Your Skills, Abilities and Accomplishments:**

This may require completing several assessments, speaking with friends and family or seeking out professional support.

**Gather Information:** All certifications/diplomas, dates, document employment information/history with dates along with accomplishments.

**Build Your Resume:** Consider where you are applying and what the potential employer is looking for. Choose the type of resume that suits the reader! You may need to create two or more types of resumes. Ensure your content is relevant as well as your purpose or value/objective statement.

**Refine Your Resume:** Always have another person review your resume. Make sure you have proofread!



### KEY COMPONENTS

Remember to Load your greatest selling points up front!

- ✓ Summary, Profile, Career Highlights
- ✓ Objective/Value Statement, Job Target
- ✓ Accomplishments, Achievements, Skills  
*Use strong skill statements that demonstrate your accomplishments rather than list and describe job responsibilities. When you use SAR/STAR/CAR (Situation, Action, Result or Task/Challenge) story telling it provides an opportunity to describe and identify how you were efficient (ie: saved time/made work easier) and also quantify (ie: increased sales by 50%/supervised 25). All accomplishments should be measurable and verifiable.*
- ✓ Employment History, Work Experience
- ✓ Education, Training and Development  
*Order education with highest qualification first (ie: Masters, Degree, College) If you want to show versatility list courses taken ie: art and math, chemistry or history*
- ✓ Professional Associations, Leadership Roles
- ✓ Volunteer Activities, Community Involvement
- ✓ References (*References can be on a separate sheet of paper, and simply state “references available upon request” on your resume.*)

### Do's and Don'ts

#### DO...

- ✎ use a professional and engaging format and ensure you use quality paper
- ✎ use a universally accepted format, such as Word and a professional font such as verdana or arial
- ✎ use consistent and uniformed spacing, ensure dates, bullets and headings are lined up and clear and there is enough blank space (use tabs)
- ✎ use of colour is acceptable, but remember to keep it uniform
- ✎ use honest and verifiable statements, be concise. Use strong skill statements that demonstrate your accomplishments and ensure your greatest selling points are up front.
- ✎ use 'key' words that are relevant and current, to catch recruiters attention
- ✎ use a well-structured objective/value statement
- ✎ use common sense when deciding length of resume, consider who the recipient will be, ensure you include relevant information that matches the job you are applying for
- ✎ use current and accessible personal information such as, name (that you want to be called), address, phone, and email (ensure it is professional).
- ✎ use resources, have someone else proofread your resume

#### DON'T...

- avoid cutesy resumes, if using humour ensure it is professional and appropriate
- avoid using fancy fonts or formatting that will change when opened on different platforms
- avoid inconsistencies and the appearance of a cluttered resume
- avoid using graphics and photo's, unless applying for a more creative position
- avoid using 'buzz' words and putting off potential employers
- avoid embellishing accomplishments
- avoid creating a multiple page document, and including irrelevant information (ie: reasons you left previous jobs) as well as references (these belong on a separate piece of paper)
- avoid including unnecessary information such as, birthdate, lengthy birth name, SIN, grades, work experience and training that is irrelevant to the job you are applying for etc.
- avoid spelling and grammatical errors, typos and wrinkled or ripped paper

#### Resources:

UBC Career Services: [www.students.ubc.ca/careers/students/get-career-guidance/job-search-skills/resumes/](http://www.students.ubc.ca/careers/students/get-career-guidance/job-search-skills/resumes/)

The UBC Career center offers resources and tips on resumes and cover letters in an easy to view format, and includes you tube clips to reinforce information. They highlight how to write accomplishment statements and how to target your application as well as explain the difference between a CV and a resume.

WorkBC: Write Your Resume: [www.workbc.ca/Job-Search-Tools/Pages/Write-Your-Resume.aspx](http://www.workbc.ca/Job-Search-Tools/Pages/Write-Your-Resume.aspx)

WorkBC provides tips and tools and links to Resume Building and Writing information. There is also information on Preparing for an Interview and Using Social Media in your job search.

Format Your Resume | S.E.T. Video [www.youtube.com/watch?v=wzpfKmpvd7o](http://www.youtube.com/watch?v=wzpfKmpvd7o)

This video tool is an instructional video approximately 15minutes in length that provides visual and clear instruction on simple effective techniques in building and writing a resume.