

Your Name

Phone Number | Professional Email | City, Prov

Summary

Here is where you will write a little bit about yourself, in terms of what skills/abilities/experience/education/knowhow you can offer the employer. Write a minimum of five (5) sentences the mirror the job description, demonstrating (meaning giving examples of your previous work in school, at a job, volunteering, as a part of a team, etc.) how your experience would translate to the role.

Skills and Abilities

Here is where you can start to list out your skills and abilities. If you are unsure of what skills to use, Google "List of Resume Employability Skills" and look at the images. When you are listing your skills, next to the skill explain **HOW** you have demonstrated that skill as this will show the employer examples of how you would be able to do their job.

Communications Skills: Is a good listener and able to talk to others to find common ground; easily makes new friends.

Teamwork: Works together on group assignments and on sports teams to complete what is needed.

Language Skills: First language is Ukrainian, speaks fluent English and French

Computer Skills: List the software you are comfortable using (i.e.: Microsoft Office, Google Classroom, Instagram, etc.)

Work Experience

Date From – Date To | Job Title Company Name | City, Province

- Use this section to outline professional experience that is directly related (relevant) to the role you are applying for. Work experience can include jobs, terms of employment, internships, practicums, placements, or odd jobs.
- You will also need to create 3-5 bullet points for each experience
- Be sure to use analytics (numbers, percentages, monetary value, growth, savings, etc.) to showcase ability.

September 2023 - Present | Child Care, Babysitting Community Members | Winnipeg, MB

- Responsible for five to eight children, ages 7 to 11. (This is an example of analytics)
- Played with the kids, monitored behavior, and went to parks/green spaces.
- Provided healthy meals and snacks while being aware of allergies.

Volunteer Experience

Date From – Date To | Volunteer Position Name Company Name | City, Province

- Number of Hours Spent Volunteering:
- Brief overview of what you did as a volunteer

Extra-Curricular

Date From – Date To | Name of Activity Company Name | City, Province

Date From – Date To | Name of Activity Company Name | City, Province

Education

You can use this area to explain your educational background including Degrees, diplomas, certificates, workshops, conferences, PD. Make sure to put the most relevant or what you are working on at the top of the list)

Date From – Date To | School Name City, Province

(Highest Level of Achievement or "In progress")

Date Completed, Certificate/Course Name (Professional, Academic, Sport, Volunteering, Conferences, etc.) City, Province

Hobbies and Interests

This section should be filled out if you do not have any work/volunteer experience in order to round out your resume.

YOUR RESUME

- ✓ Conduct a self-reflection by identifying your professional goals, your skillset, abilities, education and professional history.
- ✓ Research what to include on a resume (Skills, Education, Experience, etc.) and jot down notes about your particulars.
- ✓ Choose a template for your resume, create one in MyBlueprint or see your Career Advisor for help putting something together.
- ✓ Target your resume for each job you are applying meaning you will need to highlight different skill sets for different jobs.
- ✓ Proofread your document by checking spelling and grammar.
- ✓ If you have used a TEMPLATE – ensure that all placeholder text that was not replaced with your information has since been deleted or replaced.
- ✓ Save your resume as Resume_YourName so the employer/recruiter knows it is your document.
- ✓ Save and send your resume in PDF format unless the job description states to send it as a Word Doc.



DID YOU KNOW?
AN EMPLOYER WILL ONLY LOOK AT YOUR RESUME FOR AN AVERAGE OF 7 SECONDS.