**Writing a Résumé**

A résumé is one of the most important tools a person has when looking for a job. is a document used by individuals to present their background and skill sets. Résumés can be used for a variety of reasons but most often to secure new employment.

A typical résumé contains a summary of relevant job [experience](http://en.wikipedia.org/wiki/Experience) and [education](http://en.wikipedia.org/wiki/Education).

The résumé is usually one of the first items, along with a [cover letter](http://en.wikipedia.org/wiki/Cover_letter) and sometimes job application packet, that a potential [employer](http://en.wikipedia.org/wiki/Employer) encounters regarding the job seeker and is typically used to screen applicants, often followed by an [interview](http://en.wikipedia.org/wiki/Interview), when seeking [employment](http://en.wikipedia.org/wiki/Employment).

The résumé is comparable to a [curriculum vitae](http://en.wikipedia.org/wiki/Curriculum_vitae) (CV) in many countries, although in [English Canada](http://en.wikipedia.org/wiki/English_Canada), the [United States](http://en.wikipedia.org/wiki/United_States) and [Australia](http://en.wikipedia.org/wiki/Australia) a résumé is substantially shorter than CV.

**What is a résumé?**

A résumé is a short, point-form document that you give to employers to tell them about your work experience, education, and skills. Before you write a résumé, one may want to complete a skills inventory to know what skills which have to be offered to an employer.

**Types of résumés**

Depending on a person’s work experience, the job he or she is applying for, their personal preference, they may want to use a particular type of résumé. three types of résumés to choose from:

**A functional résumé focuses on your skills**

If a person doesn’t have a lot of work experience, a functional résumé that focuses on skills and is a good way to market oneself to potential employers.

Instead of focusing on previous work experience, a skills-focused résumé highlights the transferable skills one has gained from previous jobs, activities, experiences, or volunteer work.

It’s most commonly used when there is a large gap in employment history, or if someone has never worked before.

**A chronological résumé focuses on your experience**

Focusing on the work history is one of the more popular ways to structure a résumé. It shows employers all the work experience, focusing on the positions held and the past responsibilities and accomplishments.

The chronological résumé is organized with a person’s most recent information first. The goal is to give a comprehensive work history, organized by each job held. Start by giving a position title, place of employment, duration of work, and a breakdown of the responsibilities or accomplishments.

This is a great multi-purpose résumé that works for most job applications, including retail.

**A hybrid résumé is a combination of the two**

A hybrid résumé is also known as a combination résumé. It combines the elements of a functional and chronological résumé to create a résumé that focuses heavily on skills, but also includes dates, titles of previous jobs, along with essential information about the position.

This is a good résumé to use when someone wants to prioritize your skills but also demonstrate how your career has evolved.

**Important information to include in a résumé**

There are a variety of different headings one can use in a résumé, depending on what type of résumé is chosen.

However, regardless of the type of résumé chosen, following are the three of the most important things it should include:

**Your personal information**

The first thing the employer should see when looking at a résumé is your name. Make sure it is clear, stands out, and is easy to read.

The résumé should include full address, contact phone numbers, and an e-mail address that incorporates the first and last name.

Things that should not be included on a résumé:

your height, age, weight

your Social Insurance Number

**Education**

List the education, starting with the most recent, and work backwards from there. Include the name of the school, the city or town where each school was attended and where its located (secondary and beyond), and the years you completed.

Be sure to list any certificates or diplomas received, including those for mini-courses like computer or software courses, first aid, or any other training that might be useful in the job which one is are applying for.

**Skills and experience**

Use the résumé to show where one worked, what one learned, and how those skills and experience apply to the job a person is applying for. Highlight abilities, skills, and experience that relate to the job you are going to apply for. These can come from paid or unpaid work, volunteer experience, and even hobbies.

If all of your experience is in an unrelated field to the job applied for, focus on the transferable skills which you learned that can be applied to the new job you’re applying for.

When listing the work experience, include the location (city, province) and the dates you worked (month, year) for each job or volunteer position. Use action words to describe what you did in the positions held. Focus on the top-five duties for each job.

**Other relevant information**

One may also want to include the job goals, the languages spoken, or any relevant achievements or awards, also include interests or activities that say something positive about you. Don’t forget, however, that the point of a résumé is to show why someone is the right person for the job.

There are no official rules for what headings that should be included on the résumé. Just remember to keep it concise, with the most important information at the top.

For example:

Let’s say is a person is applying for a job in software development and, although he has never worked in that field, he has a diploma in software engineering. In this case, he should surely put the education section at the top.

If a person is applying to work in the food services industry and has a lot of experience working in restaurants, be sure to list that information before the education details.

**Top-10 résumé tips**

1. Think ahead. If a person waits until the last minute to hand in the résumé, there is a chance of missing the deadline and risk not being considered for the job.
2. Tailor the résumé. Include information on résumé associated with the job one is applying for.
3. Chunk it out. If there is a lot of information, break it into separate sections with specific headings.
4. Use action words. Focus on things accomplished, and avoid starting every sentence with “I”.
5. Proofread. Never rely on spell check.
6. Repeat Tip 5. Seriously, even one misspelled word could put a person in the “do not consider” pile.
7. Make it presentable. Make sure the résumé looks clean and organized. Use white, letter-sized paper (8.5 x 11-inch) and a font that’s easy to read, like Times New Roman or Arial.
8. Keep it concise. Try to keep the résumé as short as possible—ideally one page, two pages maximum.
9. Be honest. Lying on the résumé is never a good idea. Many people who lie on their applications end up losing their jobs when their employers find out the truth.
10. Be professional. Remember, this is a business document, so don’t include unnecessary embellishments like flashy paper or a picture of yourself.