

RÉSUMÉ WRITING CHECKLIST

Here is a checklist to help you make sure you didn't miss anything:

- Create a letterhead
- Name
 - Phone Number (cell or residence)
 - Email Address
 - Other optional info

- Create a Headline and Profile Summary

- Create Highlights
- Support your headline
 - Approximately 5-8 bulleted items
 - Prioritize points based on job posting
 - Include, hard, soft and transferable skills
 - Present tense, no personal pronouns

- Choose résumé format;
- Chronological, functional, or combination

- List Work History

Chronological	Functional	Combination
<ul style="list-style-type: none"> <input type="checkbox"/> Use one of these headings: <ul style="list-style-type: none"> <input type="checkbox"/> Employment History <input type="checkbox"/> Work Experience <input type="checkbox"/> List in reverse chronological order (most recent job first) <ul style="list-style-type: none"> <input type="checkbox"/> Recent positions only (10 – 15 years) 	<ul style="list-style-type: none"> <input type="checkbox"/> Use one of these headings: <ul style="list-style-type: none"> <input type="checkbox"/> Relevant Skills and Experience <input type="checkbox"/> Summary of Achievements <input type="checkbox"/> Determine 2-3 skill set areas <ul style="list-style-type: none"> <input type="checkbox"/> List as separate headings <input type="checkbox"/> Specific to job posting needs <input type="checkbox"/> Consider areas of expertise 	<ul style="list-style-type: none"> <input type="checkbox"/> Use one of these headings: <ul style="list-style-type: none"> <input type="checkbox"/> Professional Experience <input type="checkbox"/> Career Summary <input type="checkbox"/> List in reverse chronological order (most recent job first) <ul style="list-style-type: none"> <input type="checkbox"/> Recent positions only (10 – 15 years) <input type="checkbox"/> Determine 2-3 skill set areas for each job <ul style="list-style-type: none"> <input type="checkbox"/> List as separate headings <input type="checkbox"/> Specific to job posting needs <input type="checkbox"/> Consider areas of expertise

- Past tense (unless you are still presently employed)
- Generate action/accomplishment statements and make sure you take into consideration:
 - What you did in that role (actions)
 - What you accomplished in that role
 - Select the most appropriate ones which support your résumé objective
 - Create SAR statements
 - S - Situation (problem), A - Action that you took, R - Result you achieved
 - Use descriptive action words
 - Use quantifiable measurements; numbers, quantities, dollars, time saved, etc.

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- List educational background
 - Course
 - Institution/School
 - Dates (if within the 10 – 15 year period)
 - List in chronological order, most recent first or most appropriate to objective
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- Other areas list included (optional)
 - Volunteer Experience
 - Personal Interests and Hobbies
 - Honours and Awards
 - Computer Experience
 - Languages
 - Publications
 - Memberships/Professional Affiliations
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- 1 – 2 pages maximum (number pages at bottom right corner)—half pages not recommended
 - Left aligned including bulleted items (no periods)
 - Font size 11, headings size 14, Arial or similar sans serif font
 - Proof read, have a second set of eyes proof read, proof read again
 - Targeted to the job positing being applied to
 - Took into consideration ATS (computer software) scanning
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Do **NOT** include:

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|--|--|---|
| <input checked="" type="checkbox"/> Marital Status | <input checked="" type="checkbox"/> Dependants | <input checked="" type="checkbox"/> References |
| <input checked="" type="checkbox"/> Age | <input checked="" type="checkbox"/> Race | <input checked="" type="checkbox"/> Social Insurance Number (SIN) |
| <input checked="" type="checkbox"/> Gender | <input checked="" type="checkbox"/> Religion | <input checked="" type="checkbox"/> Personal pronouns (I, my, we) |