(left aligned, right aligned, or centered) **FIRST AND LAST NAME**

(the job title as in the posting must appear somewhere in your resume) **DESIGNATION OR POSITION TITLE**

name@youremailaddress.com | Phone Number | Address (optional), City, Province, Postal Code

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This is Your Headline • Make it Unique • You Can Include Your Working Roles or Key Competencies

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EDUCATION & TRAINING *(This can go on the 1ˢᵗ or 2ⁿᵈ page depending on requirements of the job)*

Institution name, Location *(Spell the name in full followed by the acronym)*   20XX – 20XX
Certificate of completion, Area of Study

Institution name, Location *(Name changed? Use the current name)*   20XX – 20XX
Master of Arts, Area of Study

Institution name, Location   20XX – 20XX
Bachelor of Arts, Area of Study *(list exceptional GPA or honours)*

RELEVANT WORK EXPERIENCE *(Use generic headings for education and work experience)*

Company name, Location *(Name changed? Use new name (old name))*   Month 20XX – Month 20XX
Position or job title *(Make the job title stand out by bolding, all caps or larger font)*

- Your text should include info taken directly from the job posting, this is important for the ATS
- The job posting is only one source of information, also look at occupational profiles
- When you are creating your content points, be sure to start with an action verb (e.g. designed)

Company name, Location   Month 20XX – Month 20XX
Position or job title *(Multiple titles with one company? List them separately with start and end dates)*

- If the job posting does not have many action verbs that you can use, search "action verbs" on Google and look for websites that have lists of verbs organized by category
- Use different action verbs throughout your resume in order to demonstrate a varied skillset
- Keep information relevant by considering what the reader needs to know

Company Name, Location   Month 20XX – Month 20XX
Position or job title *(If the position was short term or contract state this to justify the short timeline)*

- When crafting your points, you must qualify your facts by adding specific information and/or examples. Add $, #, or % amounts to quantify your accomplishments
- The phrase "demonstrated strong teamwork skills" is an empty claim and needs to be qualified
- Create accomplishment statements from your S-T-A-R-S stories by using the Action/Result information from your story

ADDITIONAL EXPERIENCE *(Use a larger font, all caps, small caps, etc. to make headings stand out)*

Company Name, Location   Month 20XX – Month 20XX
Position or job title

- There are different formats of resumes, such as reverse chronological and combination/hybrid – use the one that best fits your situation (functional resume format is not ATS friendly)
- This resume is an example of reverse chronological as it lists experiences starting at most recent
- Do not split individual employment or educational information between pages (e.g. Bullets start on page 1 and continue onto page 2)

Company Name, Location   Month 20XX – Month 20XX
Position or job title

- Ensure that the document has enough white space and that your margin space is not too wide or too narrow. Default text width for Microsoft Word is 16.5 cm or 6.5"
- Use either (-) en dashes or (–) em dashes – not a combination of these – be consistent
- ATS requires start and end dates for employment including month and year *(abbreviate or spell out months – be consistent throughout)*
- Use bullets that are small and do not distract the reader

RELEVANT SKILLS *(Only include skills that are relevant to the employer – could go on 1st or 2nd page)*

Computer Programs: Be sure to list the technical skills as listed and described in the job posting. Don't stuff your resume with skills that are not needed in the job.

Software Skills: Notice how skills are listed on the job posting. Spelling information out and using abbreviations will ensure that the ATS will pick up the information as a match to the job requirements.

Languages: Languages may be considered technical skills - include on the resume if relevant to the position. You may need to do some investigative work to see whether having multiple language would be an added value.

Organize your skills so that the human reader will see them easily – you are writing for two audiences!

NOTE: Save documents as a .docx, .pdf or .txt (not a .doc) and be sure to read and follow specific instructions when uploading your resume.