



## Resume Tips

If an employer only looks at your resume for an average of 10 seconds, what are you doing to make those 10 seconds count? We want to help you make a professional, well constructed, and clear resume.

### What is a Resume?

A resume is an effective way to organize and present information about your background, qualifications, interests and abilities as they specifically relate to your current career objective. It is one of the first representations an employer sees of you, so it must make a favourable impression. Styles and formats may vary depending on the purpose of your resume, so it is important to determine what is appropriate for the position.

#### Here are some things to remember as you develop your resume:

- A resume should be concise (usually one, but never more than two pages long).
- Each word should be strategic and intentional. A majority of today's employers rely on scanning technology to go through enormous volume of resumes that comes into their office for each position. If your resume contains the right keywords, your resume has a greater chance of getting to the top of the stack for review.
- Avoid the use of the personal pronouns or extraneous words.
- Use words that are the most descriptive of the activity you are discussing. Action verbs present a more positive impression than passive verbs. See the attached active verb sheet.
- Develop a list of items (work experience, personal accomplishments, organizational involvement, etc.) that you know will be valuable to a prospective employer. If you have not had much experience, don't focus on that fact, but rather analyze what you have done and try to consider the potential relevance for a future job.
- Situation-Action-Result (SAR) statements are an effective way of displaying your accomplishments in a concrete way that is both easy, and informative for an employer to read. By using the SAR format as a guideline, you can effectively demonstrate how your past experiences and accomplishments equip you with transferable skills that are relevant for the position you are seeking.
  - S – Situation or a problem that you have had to deal with in your experience
  - A – Action, what you did to resolve the situation/problem
  - R – Result, what became of your actions

Situation / Problem	Action	Result	SAR Statement
A cluttered office-supply store	Reorganized the store	Sales increased by 20%	Reorganized a cluttered office-supply store, which correlated with a 20% increase in sales
Giving a presentation about a research project on child development to peers	Developed and presented a slide show	Engaged audience and gained interest in topic	Developed and presented a research project on child development that engaged the audience and gained interest in the work

- Include all consistent employment with an organization over the past 2-3 years. But don't hide anything either.
- Be specific in communicating your skills, strengths, and abilities.
- Be sure to include all relevant internship experiences, international studies, volunteer work and any honors you have received. When describing previous work experiences, remember to include information about your level of responsibility, supervisory or training experiences, professional certificates, particular accomplishments or personal initiatives.
- Your resume should reflect the elements of your background which make you unique.
- Proofread your resume CAREFULLY!!! Employers spend an average of 10 seconds looking at a resume. One typo is a sure way to have your resume land in the trash bin.

## Chronological Resume

In this type of resume categories are arranged by the most recent first. For example, a bachelor's degree received in 2016 would appear before an Associate's degree awarded in 2014; work experience from 2016 would appear first and additional experience would be listed in reverse chronological order.

## Functional Resume

This type of resume is not based on previous work experience, but rather the basis is skills acquired from a number of sources. These sources could include previous work, schooling, extra-curricular activities, volunteer opportunities, and whatever else might be relevant.

## Elements of a Resume

### Identification

At the top of the resume, give your full name (no nicknames), current and permanent addresses with postal codes, telephone numbers with area codes and email. Your name should be highlighted either in capital letters or boldface type and may be a few point sizes larger than the address. Your email address should be professionally named. Consider using your MyTyndale email address.

### Summary of Qualifications or Profile

Including a highlight section sends the message to the employer that you are qualified and that you match the skills and experience they are looking for. Typical highlights may include: years of experience,

significant accomplishments, and skills/abilities that match the job description. This is a great place to slip in key words from the Job Description of the job you are currently applying for.

### **Education**

Describe your University education. School name, and then degrees should be mentioned first, followed by major, and completion date. Other academic interests should be included in addition to field of concentration, especially when related to your job objective. Any honors you have received may be mentioned here or may be placed in a separate category. If you are in your undergraduate you can include high school, however once you have graduated you can consider removing this.

### **Relevant Coursework**

Students who do not have a lot of relevant experience to add to their resume before completing an internship may choose to add a section highlighting relevant coursework. This section should include upper level courses that pertain to your objective. Include a very brief description of the course that would help an employer recognize its relevance.

### **Experience – Reverse Chronological Resume**

This should be listed in reverse chronological sequence (starting with the most recent). Job descriptions should be brief but clear as to responsibility, department of activity and breadth of experience. Specific accomplishments may be included. Transition from one job to another may be included if it was important in the progression from one position to another. Salary earned should not be mentioned. Any summer or part-time work experience that required specific skills related to your field of interest should be described as well. Those which seem less related may be grouped together in a general summary statement. Don't assume that you should not explain a position just because it sounds mundane.

### **Examples of short phrases using action words**

- Managed case load of fifteen clients, ages 7-15
- Reorganized the entire workflow of the office increasing efficiency
- Handled finances, organized meetings, and planned activities for clubs of 50 people
- Created reading education teaching aids for first grade students
- Oversaw quality control over five restaurant employees
- Trained 20 student peer counselors in counseling techniques
- Organized comprehensive listing of 75 community services organizations

### **Skills – Functional Resume**

In this section all skills can be categorized into different types. For example, Leadership, Computer, Teaching, etc... Skills need to be assessed for each resume, and for the type of job being applied to, based on the job description. Once a skill has been determined, list all relevant sources of acquiring that skill.

### **Example:**

#### **Leadership Skill**

- Led a group of 10 kids at a local church in a Vacation Bible School program in the summer of 2018.
- Lead a musical worship team every other week at my church.
- Was vice president of school council in Grade 12 at Example High School.
- Chair of Drama Club at Tyndale University College and Seminary

**Activities/ Achievements/Organizational Memberships/Volunteer Work**

This is your opportunity to describe your involvement in extra-curricular activities and organizations and/or highlight your personal achievements. Be sure to include a place on the Dean's List if that applies to you. As well consider highlighting volunteer work you do, either at a church, in your local community, or overseas. This section is optional, but highly recommended, and should include information that is related to your objective.

**References**

Do not indicate "References are available upon request". Be sure to consult with references prior to using their names and keep them informed of your job search progress. You should have three to four reliable references. References should come from various backgrounds, but make sure to have at least one, preferably more, that can testify to your work ethic. This could be a previous employer, a volunteer coordinator, or a teacher if you have no previous work experience. Character references are also welcome, but should be secondary to work/business references.