Canadian Style Resume

by
Rural Employment Initiative Team

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Learning outcomes

By the end of this webinar, you will be able to:

- Understand current Canadian resume requirements
- Recognize what employers look for in resumes
- Understand resume components and titles
- Apply knowledge of current resume structure to design your resume

Recruitment stages

1. Open role posted
2. Application with resume and cover letter (if requested) over email or company website
3. Screening phone call from recruiter (contact number on the resume)
4. First job interview (individual or panel; virtual or in-person)
5. Following job interviews (if applicable)
6. Reference check by recruiter (phone or email)
7. Job offer by recruiter (email)

What’s in a resume for me?

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Resume

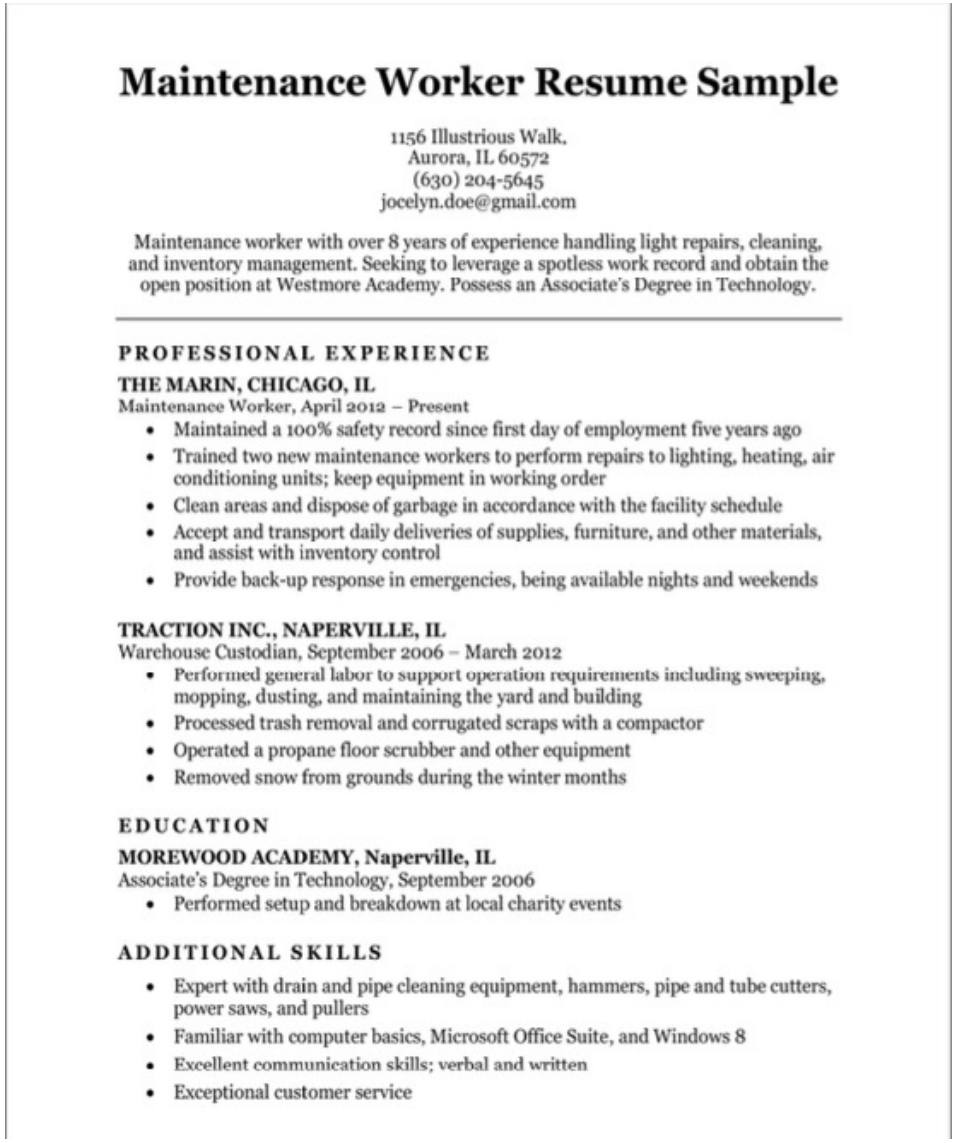
a short account of one's career and qualifications; a set of accomplishments; summary (formal).

(Marriam-Webster dictionary. https://www.merriam-webster.com/dictionary/resume)

Purpose of writing a resume

- to introduce yourself to employers, present your qualifications, and secure an interview;
- to showcase your experience, education, and skills in a standardized format which is easy for recruiters to read.

Resume components



Maintenance Worker Resume Sample

1156 Illustrious Walk,
Aurora, IL 60572
(630) 204-5645
jocelyn.doe@gmail.com

Maintenance worker with over 8 years of experience handling light repairs, cleaning, and inventory management. Seeking to leverage a spotless work record and obtain the open position at Westmore Academy. Possess an Associate's Degree in Technology.

PROFESSIONAL EXPERIENCE

THE MARIN, CHICAGO, IL
Maintenance Worker, April 2012 – Present

- Maintained a 100% safety record since first day of employment five years ago
- Trained two new maintenance workers to perform repairs to lighting, heating, air conditioning units; keep equipment in working order
- Clean areas and dispose of garbage in accordance with the facility schedule
- Accept and transport daily deliveries of supplies, furniture, and other materials, and assist with inventory control
- Provide back-up response in emergencies, being available nights and weekends

TRACTION INC., NAPERVILLE, IL
Warehouse Custodian, September 2006 – March 2012

- Performed general labor to support operation requirements including sweeping, mopping, dusting, and maintaining the yard and building
- Processed trash removal and corrugated scraps with a compactor
- Operated a propane floor scrubber and other equipment
- Removed snow from grounds during the winter months

EDUCATION

MOREWOOD ACADEMY, Naperville, IL
Associate's Degree in Technology, September 2006

- Performed setup and breakdown at local charity events

ADDITIONAL SKILLS

- Expert with drain and pipe cleaning equipment, hammers, pipe and tube cutters, power saws, and pullers
- Familiar with computer basics, Microsoft Office Suite, and Windows 8
- Excellent communication skills; verbal and written
- Exceptional customer service

- First, last name (conversational preferred), contact information
- Professional summary
- Key competencies/skills
- Technical skills if relevant
- Work/professional experience
- Education
- Volunteering
- Courses completed (if relevant)
- Languages (if relevant)

Resume components – name and contact information

- First name (conversational, if different from legal), last name
- Phone number
- Email (professionally looking)
- City, province, postal code (for local candidates)
- LinkedIn profile
- Link to portfolio (if applicable)

Resume components – professional summary

- short career history placed at the top of a resume;
- highlights relevant experience, professional accomplishments, and soft skills;
- needs to highlight skills, professional expertise listed in the job description;
- is customized for each job application based on job description.

Dedicated secondary education teacher with over 8 years of experience in devising individualized curricula within state standards. Eager to join ABC School to utilize expert knowledge of English as a Second Language (ESL) teaching methodology, including project- and content-based instruction. Prepared 300+ students for international language certifications with a 99% pass rate.

Resume components – key competencies/skills

- relevant to the position
- mentioned in the job description

Strengths and Expertise:

Learning Design ▪ Facilitation ▪ Project Management ▪ Communication
Relationship Management/Stakeholder Relations ▪ Negotiation ▪ Strategic Planning and Execution
Program Design ▪ Time Management ▪ Leadership ▪ Systems Thinking ▪ Reporting ▪ Budget Management
Quality Assurance ▪ Data and File Management ▪ Handling Confidential Information

Resume components – technical skills

- relevant to the position
- mentioned in the job description

SKILLS

- Languages: Java, JavaScript, Java Beans, JSP, SQL, HTML, XML, Node.js, Bootstrap
- Frameworks: JSF, J2EE, Apache Struts
- API's: Servlets, EJB, Java Naming and Directory Interface (JNDI)
- Software: Eclipse, Toad, Works, NetBeans
- Databases: IBM DB2, Oracle, MySQL, Database SQL command

Technical Skills

- **Database Development:** MS Access, Database, SQL Stored Procedures, Table Scalar Functions, Ad-hoc T-SQL Queries, SQL SSIS packages, SQL Jobs, SSAS Cubes
- **Report Development:** SQL Server Data Tools, SharePoint 2012 Website, Report Parameters & Datasets, Highly Visual and Graphic Dashboard & Table Report Styles

Resume components – Work/professional experience

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WORK EXPERIENCE

Data Scientist
Future Energy Ltd.
06/2018 - Present *Palo Alto, CA*

- Develop action plans to mitigate risks in decision making while increasing profitability by leveraging data science.
- Drive the interaction and partnership between the managers to ensure active cooperation in identifying as well as defining analytical needs, and generating the pull-through of insights with the business.
- Build predictive models using various machine learning tools to predict the possibility of equipment failure.
- Develop algorithms using Natural Language Processing and Deep Learning models for predictive maintenance.
- Design algorithms to track and detect anomalies in multiple sensors data for the Energy Industry.
- Demonstrate knowledge and execution of application programming interface development and test automation.

Data Analyst
THETA Financial Group
01/2016 - 05/2018 *San Francisco, CA*

- Utilized analytical and technical expertise to provide insights and proposals to support business improvements.
- Evaluated analytical model findings in the Global Monitoring Report, the company's flagship product.
- Conducted business analysis to understand business needs and requirements to translate into conceptual designs.
- Actively engaged in the quantitative analysis of sophisticated modeling to address business issues.

- Starts from most recent
- Dates back no longer that 10 years
- Includes job title, dates of employment (start date-end date); employer name, city, province, county
- Lists job responsibilities (for past employers in Past Tense, for current employer in Present Tense)

Resume components – Work/professional experience

- Lists quantified accomplishments: positive results and actions leading to improvement

Sales Representative

- Developed relationships with 110 new clients and typically exceeded sales goals by 20%.
- Maintained 99% accurate product knowledge in a high-volume retail store.
- Closed average 5 sales per day in outbound telemarketing.

Customer Service Officer

- Maintained customer retention rate 45% above company average.
- Boosted new customer NPS scores by 10%.
- Placed and canceled an average of 200+ orders from customers, distributors, and agents a week.

Resume components – education

- starts from most recent
- Lists degrees, certificates, continuing education courses, etc.
- Includes level of education (degree, certificate, diploma, etc.), program major/specialization, city, province, county, year obtained (for recent education)

Bachelor of Commerce Honour Degree in Accounting *2017-2021*

University of Alberta, Edmonton, Alberta

Master's of Public Relations, Corporate Communications *In progress*

Seneca College, Toronto, Ontario

Resume components – courses completed

- Lists incomplete post-secondary (university or college education)
- Lists professional development or continuing education courses

University of Saskatchewan, Saskatoon, Saskatchewan
Completed Coursework: Business Communication, Introduction to Business, Introduction to Marketing

Completed multiple LinkedIn Learning courses:

Agile Instructional Design; Needs Analysis; Instructional Design: Working with SMEs; Measuring Learning Effectiveness; Organizational Learning and Development; Train the Trainer; Instructional Design Essentials: Models of ID; Learning to Teach Online

Resume components – volunteering

- Starts from most recent
- Dates back no longer that 10 years
- Includes job title, dates of employment (start date-end date); employer name, city, province, county
- Lists job responsibilities (for past employers in Past Tense, for current employer in Present Tense)

PEEL DISTRICT SCHOOL BOARD, MISSISSAUGA, ON **SEPTEMBER 2014 – MAY 2018**

FSL ADVISOR COMMITTEE MEMBER

- Collaborated directly with school principals, parent representatives, Board staff and Trustees to review current FSL program, curriculum, research, trends to make recommendations to the Board on improvements
- Led group discussion to brainstorm suggestions for the Board HR department regarding FSL talent acquisition strategy and its implementation
- Evaluated current status of the new programs launched across the Board (DELF) and made recommendations on further action plan

Resume components – languages (if applicable)

Languages:

- *Polish — Fluent*
- *Spanish — Proficient*
- *Dutch — Proficient*

- Lists all languages required for the role and applicant's level of competency

  - Beginner
  - Intermediate
  - Proficient
  - Fluent
  - Native

Resume builders

- https://www.resume-now.com/resume/examples
- https://resumegenius.com/resume-samples
- https://www.indeed.com/career-advice/resume-samples

Resume template

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FIRST & LAST NAME

Address – Phone # - E-mail

A hardworking and reliable student with a strong ability in software skills. proactive leader with strengths in communication and collaboration. highly organized, proactive, and punctual with a team-oriented mentality. adaptable and driven with strong work ethics and the ability to thrive in team-based or individually motivated settings.

SUMMARY OF QUALIFICATION

- Project planning, examples when, where, and how? [ideally two sentences]
- Critical thinking, examples when, where, and how? [ideally two sentences]
- Team building, examples when, where, and how? [ideally two sentences]
- Communication skills, examples when, where, and how? [ideally two sentences]
- Interpersonal skills, examples when, where, and how? [ideally two sentences]
- Time management, examples when, where, and how? [ideally two sentences]
- Reliable and trustworthy, examples when, where, and how? [ideally two sentences]

CORE SKILLS

Microsoft Office Problem Solver

Social media content creator

Adobe suite with focuses on Photoshop, Video editing, and Graphic Design

Digital Marketing using social media platforms (Facebook, Instagram, Twitter)

Language instruction for children

(What skills make you a good employee?)

EXPERIENCE

Founder | Salam Group Mississauga, ON	**2021 – Present**
Teaching Assistant | MAC Organization Mississauga, ON	**2019 – Present**
Youth Event Co-ordinator | ISNA Foundation Mississauga, ON	**2018 – 2019**
Volunteer | The Newcomer Centre of Peel Mississauga, ON	**April 2021 – Present**

EDUCATION

OSSD | John Fraser Secondary School – Mississauga, ON	**June 2020**
BBA | York University – Toronto, ON	**Sept. 2020 - Present**

Resume template

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FULL NAME

Mississauga, Ont. - ###-###-####
PROFESSIONAL EMAIL

SUMMARY OF QUALIFICATION

- Enjoys working in fast-paced environment. Excellent customer service skills while taking food orders.
- Comfortable using different equipment to prepare food. Known for a strong work ethic and the ability to deliver a high-quality service.
- Fast learner and excellent multitasker to assemble orders and package take-out and delivery.
- Ability to process customers' purchases efficiently and correctly. Excellent time management, communication, and interpersonal skills.
- Competent to follow instructions, company's policy, and Health & Safety procedures. Ability to read, understand and execute instructions perfectly.
- Exceptional people's skills to create a friendly and cooperative working relationship with others.
- Able to maintain cleanliness of workstation, food equipment and customer eating areas. Strong ability to perform duties under pressure and perform multiple tasks simultaneously.

CORE SKILLS

Food Preparation | Priority Focused | Cash Register | Well Organized | Flexible | Customer Service | Energetic | Detail Oriented | Teamwork Oriented | Adaptable | Payment Processing | Enthusiastic Attitude

LANGUAGES

Arabic | English

CERTIFICATES

THE NEWCOMER CENTRE OF PEEL'S
CUSTOMER SERVICE CERTIFICATE OF COMPLETION
THE NEWCOMER CENTRE OF PEEL'S
VERBAL DE-ESCALATION CERTIFICATE OF COMPLETION

VOLUNTEER EXPERIENCE

KITCHEN HELPER & CASHIER SUPPORT **2020**
Name of Centre, Mississauga, ON

Reference materials

LinkedIn (Janna Kefalas, 2019, March 6) *6 Things Employers Look For on Your Resume.* **https://www.linkedin.com/pulse/6-things-employers-look-your-resume-janna-kefalas**

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Robert Half (2017, April 25) *The Do's and Don'ts of Resume Writing.* **https://www.roberthalf.com/blog/writing-a-resume/the-dos-and-donts-of-resume-writing**

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Reference materials

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https://resumegenius.com/blog/resume-help/technical-skills

How To List Education On Your Resume (With Examples). By Indeed Editorial Team. June 11, 2021

https://ca.indeed.com/career-advice/resumes-cover-letters/how-to-list-education-on-resume