



Centre Partenaires pour l'emploi  
Partners for Employment Centre

**YOUR RESSOURCE AND YOUR EXPERTS IN  
EMPLOYMENT**

# **GUIDE TO A SUCCESSFUL RÉSUMÉ**

2020

**EMPLOI  
ONTARIO**

## The Résumé

Everyone in the job market is called upon to write a résumé at least once during their career. Whether it's for a first job, or for a position of high responsibility, learning how to write an effective résumé is a must.

The résumé is an essential tool for the employer to learn about your work experience, your training and your skills.

**IMAGINE THE AMOUNT OF RÉSUMÉS AN EMPLOYER CAN RECEIVE FOR EACH POSITION POSTED. A LOT ! CONSIDER SPARKING THE INTEREST OF AN EMPLOYER WITH YOUR RÉSUMÉ IN ORDER TO LAND THE LONG-AWAITED INTERVIEW!**

### 1. Components to include in a résumé :

- a) Profile
- b) Work Experience
- c) Education and Training
- d) Volunteering
- e) References
- f) Interests (if needed)

#### a) Profile

At the top of the résumé, summarize and emphasize your strengths and skills, your professional experience as well as your personality traits that are most relevant to the intended job.

- Make a list (6 to 8 skills) of strengths the new employer needs to know that shows you are qualified for the job.

## Examples of skills or assets to write in the "Profile" section :

- 13 years of experience as an administrative assistant
- Proficiency in several computer programs, including Word, Excel and AccPac; type 60 words per minute
- Motivated, professional, punctual, courteous
- Excellent sense of organization and good sense of initiative
- Good ability to establish close working relationships with clients and co-workers
- Have a good team spirit and analytical skills
- Capable of managing more than one project at a time
- Extensive experience as a welder, welder-fitter and construction welder
- Belief in meeting deadlines and quality control
- Able to work independently or within a team
- Good mechanical skills and ability to read blueprints

### b) Work Experience

- The different jobs should be presented in reverse chronological order, starting from the most recent job to the oldest job
- Indicate the job title, the name of the company, the city of the company and the start and end dates (year) for each professional experience
- Write down the tasks performed for each job. Do not make an exhaustive list; enter a maximum of 5 to 6 tasks if possible
- Omit jobs that do not relate to the professional objective as long as this omission does not leave a large gap in the employment history.

### c) Education and Training

- List the education completed and in progress, if applicable. If the training is completed, write the certificate or diploma obtained
- It is important to add the dates for each training. If you are currently in training, write, “Present”
- You should indicate all other training or workshops completed, especially if they are related to the professional goal
- Indicate the dates in chronological order (starting with the most recent).
- Only the title of the diploma / certificate, the name of the institution where the training or workshops were completed and the dates are required for this section

### d) Community Involvement or Volunteering

Through the volunteering experience, employers gain insight of the candidates outside of the work environment. Employers care about people who contribute to their communities. You are encouraged to include any experience you have gained as a volunteer. You should specify exactly what you did as a volunteer.

- Point out your tasks as a volunteer
- The year that the volunteer was done
- Where the volunteering took place
- Indicate the dates in chronological order (starting with the most recent).

#### **Examples of volunteer experience:**

- 1994 to Present: Hockey coach for the junior league at the Community Club in Saint-Vital
- 2019 to Present: Helping seniors in their daily activities, Foyer des Pionniers, Hearst, ON.
- 2017 to 2018: Snow removal and lawn mowing, various clients, Mattice, ON.

## e) References

It is preferable to write on your résumé "References available upon request," instead the names of the people you want as references. You may want to use different references for different jobs, depending on your professional and personal experiences. Before putting the names of your references on the list, you should ask their permission and let them know when you are called for an interview. It is recommended that you do not use a family member as a reference.

When these people have been contacted and have agreed to be your reference, prepare a list with their first and last name, phone number, job location and current job title. Usually, three references are provided to the employer unless otherwise specified. You can bring your reference list with you to the interview and give it to the employer. Sometimes the employer will contact you after your interview so that you can email them your list.

### **Example of a reference list:**

Marie-Soleil Jacques  
705-378-6950  
Value-Mart, Cashier

Paul Auger  
705-780-4520  
Villeneuve Construction, Supervisor

Amy Poulin  
705-894-2358  
Hearst Counselling, Mental Health Counselor

### f) Interests (if needed)

It is not necessary to include your interests in your résumé. If you want, you can make an “Interests” section and write a few. It is best to use this section if you do not have any work or volunteer experience to write on your résumé.

## 2. Choosing Résumé Style

There are many styles of résumés and each person must choose the best way to present information to the employer. Here are the two main types of résumés.

### **The Chronological Résumé**

It traces your experiences throughout your career, going from the most recent to the oldest. You should include the various experiences you have acquired in the same industry or in the same job field. This type of CV is suitable for you if you wish stay in the same field of activity and / or if your career development is regular.

Avoid the chronological résumé in cases where :

- Your career involves many changes of job or long periods of joblessness than you would be hard-pressed to explain.
- You do not want to dwell on the last job you held.
- There is no obvious connection between your old work experiences and your new career goal.

## Combination Résumé

This is the most common type of résumé. As the name suggests, it is a combination of your skills in chronological order (always from most recent to oldest). It emphasizes what you have to offer as skills that you have acquired during your professional journey. Here are some examples of skills:

- Know how to write reports
- Be bilingual
- Know how to read plans

To write a good combination résumé, you should describe your skills starting with those relevant to the job you are applying for. To be clearer, here are some cases where it would be interesting to choose this type of résumé, if you:

- Have little experience in the same field
- Want to highlight skills in a professional field that has little to do with your previous experience
- Would like to emphasize one or more talents that you have not highlighted before

## Chronological Résumé - Example #1

# Your Name

705-000-0000

[work@gmail.com](mailto:work@gmail.com)

PO Box, Hearst ON, P0L 1N0

YN

### PROFILE

- Bilingual : French and English
- Maintain complete confidentiality
- Organized, patient, reliable and thorough
- Can manage more than one project at a time
- Adapt easily to changes and new challenges

### EDUCATION AND CERTIFICATION

*C.P.R Certificate* 2017  
Hearst, ON

*Ontario Secondary School Diploma* 2001  
Hearst High School | Hearst, ON

### COMMUNITY INVOLVEMENT

*Coach for minor soccer league* 1998 – 1999  
Hearst, ON

### REFERENCES

Available upon request.

### WORK EXPERIENCE

*Cashier* 2019 – present  
Brian's Independent Grocer | Hearst, ON

- Greet customers
- Establish or identify price of goods, services or admission and calculate total payment required using electronic or other cash register, optical price scanner or other equipment
- Weigh produce and bulk foods
- Receive and process payments by cash, cheque, credit card or automatic debit

*Waitress* 2008 – 2017  
Pizza Place | Hearst, ON

- Greet patrons, present menus, make recommendations and answer questions regarding food and beverages
- Take orders and relay to kitchen and bar staff
- Recommend wines that complement patrons' meals
- Serve food and beverages
- Prepare and serve specialty foods at patrons' tables
- Present bill to patrons and accept payment

## Chronological Résumé - Example #2

First name Last name

Address  Mattice, ON P0L 1T0

Telephone  705 845-5632

Email  Firstname1234@outlook.com

### PROFILE

- Proficient in English and French, both written and spoken
- Ambitious, curious, confident and generous
- Team spirit, problem solving and dynamic
- Able to work fast with precision
- Quickly adapts to new work environment
- Enjoy helping others
- Basic computer knowledge

### VOLUNTEER

Dog Walker	Summer 2010
Nurses' Aid	2011

### WORK EXPERIENCE

#### Child Care Provider

*Self-Employed | Hearst, ON | 2019 – present*

- Supervise and care for children
- Plan, prepare and serve meals for children and may perform other housekeeping duties
- Maintain a safe and healthy environment in the home
- Tend to the emotional well-being of children and support their social development

#### Customer Service Representative

*La Magie d'Or | Hearst, ON | 2011 – 2015*

- Answer, in person or on the phone, enquiries from customers
- Arrange for refunds, exchange and credit for returned merchandise
- Great customers and discuss type, quality and quantity of merchandise

### EDUCATION

**Early Childhood Education**  
*Northern College | Timmins, ON  
2019*

**Ontario Secondary School  
Diploma**  
*Hearst High School | Hearst, ON  
2015*

### TRAINING

**CPR / First Aid**  
*Hearst | 2019*

**WHMIS**  
*Timmins | 2018*

**Worker Health and Safety  
Awareness in 4 Steps**  
*Timmins | 2018*

### REFERENCES

Available on demand

# First Name Last Name

## Registered Practical Nurse

### CONTACT INFORMATION

- 📞 Hearst, ON P0L 1N0
- ☎ 705-000-0000 | 705-000-0000
- ✉ Firstlastname@gmail.com

### SKILLS

- Bilingual in French and English, written and spoken
- Offer interpretation services for families and specialist
- Goal oriented and highly motivated
- Learn new skills and procedures
- Dependable and hard-working
- Able to work in a fast paced environment
- Powerful communication skills
- Leadership and interpersonal skills
- Good critical thinking
- Fast problem solving skills in high pressure situations.
- Work with a multidisciplinary health care team
- Computer skills : Word, Excel, PointClick and PowerChart and MediTech, Impax

### REFERENCES

Available upon request.

### PROFESSIONAL SUMMARY

#### Patient Care

- Work with patients in Long Term Care, Acute care/medical unit also in the specialized clinic, palliative care, pediatric and psychiatric patients; assess and monitor any changes in patients' condition and provide emotional support.
- Administer medication to patients on LTC unit and supervise the floor.
- Assist patients with activities of daily living such as feeding, dressing, hygiene care, ambulating and bathing.
- Supervise and monitor patients during transfers.

#### Charting

- When distributing medication, report any changes in patient status in a timely manner to the nurse in charge.
- Provide detailed charting in MediTech
- During the specialist clinic I register patients, document personal information (medications, allergies, reason for visit) I can also discharge patients and book new appointment.

#### Procedures

- Assist surgeons during minor surgeries
- Safely administer oral and IV medications (anticoagulant, insulin and narcotics) while following the CNO standards and physician's order.
- Collect specimen samples such as nasal, rectal, stool, urine, vaginal and wound cultures.
- Perform blood glucose testing
- Prioritize nursing responsibilities based on patient's condition, including how to recognize, treat and report critical assessment findings.

### EMPLOYMENT HISTORY

HÔPITAL NOTRE DAME HOSPITAL, Hearst ON	June 2004 - present
Registered Practical Nurse	
FOYER DES PIONNIERS NURSING HOME, Hearst, ON	2002 - 2004
Registered Practical Nurse	

### EDUCATION & CERTIFICATION

CPR - Level C	2018
Notre-Dame Hospital - Hearst, ON	
WHIMIS	2018
Notre-Dame Hospital - Hearst, ON	
Registered Practical Nurse	2002
Collège Boréal - Sudbury, ON	
Ontario Secondary school Diploma	2002
École secondaire de Hearst High School - Hearst, ON	

### 3. Helpful Tips To Write a Winning Résumé

1. Write a résumé for each job posting. While writing your résumé, do not hesitate to highlight work experiences or accomplishments that are related to the position. The employer gives you clues as to what they are looking for, use them!
2. Your résumé should be straight to the point. It must be clear and well structured. Note that an employer spends an average of 30 seconds skimming through a résumé.
3. Use active and persuasive verbs. Avoid redundant expressions or terms like "I", "my duties consisted of " or "I was responsible for ". (Consult the list of action verbs in the Appendix.)
4. Your résumé must not contain any grammatical or spelling mistakes. You can always have a third party proofread and use a correction program. A simple spelling mistake on a résumé will certainly make a bad impression on an employer and could cost you an interview.
5. The general rule is that a résumé should not exceed two pages. This is what employers expect, they are very unlikely to read beyond. For these reasons, it is important to be brief and to the point when writing your résumé.
6. Be sure to include your personal contact details: name, full address, phone number and business email address on all documents.
7. Submit a high quality original copy or photocopy.
8. Keep copies of each résumé on file for future reference.
9. Update your résumé so that you don't forget important information.
10. Your résumé is usually accompanied by a personalized cover letter adapted to the position offered.

## 4. Helpful Sites

<http://www.youth.gc.ca/eng/topics/jobs/resume.shtml>

<http://resume.monster.ca/>

<http://career.jobboom.com/>

<http://www.resume-now.com/>

<http://resumegenius.com/>

<http://jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm>

<http://www.canadavisa.com/canadian-employment-resume.html>

<http://office.microsoft.com/en-us/templates/>

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How to Be a Better *Résumé Development Coach* published by the  
**Winnipeg Transition Centre.**

Appendix				
Accelerate	Coordinate	Extract	Invent	Rectify
Accomplish	Collaborate	Fabricate	Investigate	Refine
Achieve	Collect	Facilitate	Involve	Reach
Act	Control	Finance	Label	Record
Activate	Correct	Fix	Lead	Recover
Adapt	Count	Forward	Make	Register
Adjust	Create	Form	Manage	Remodel
Advise	Criticize	Formulate	Manufacture	Renovate
Advocate	Delegate	Found	Maintain	Reorder
Align	Deliver	Frame	Measure	Repair
Allow	Demonstrate	Gain	Memorize	Reply
Analyse	Design	Generate	Monitor	Resolve
Answer	Determine	Get	Motivate	Retrieve
Anticipate	Diagnose	Group	Negotiate	Review
Arrange	Direct	Guide	Nominate	Revise
Apprise	Discharge	Help	Obtain	Search
Approve	Discover	Hire	Offer	Secure
Assess	Distribute	Keep	Organize	Select
Assign	Draw	Identify	Operate	Sell
Automate	Educate	Illustrate	Pack	Send
Balance	Elaborate	Imagine	Participate	Solve
Bargain	Establish	Improve	Perform	Sort
Budget	Execute	Include	Plan	Specify
Build	Eliminate	Incorporate	Prepare	Start Up
Calculate	Encourage	Increase	Preside	Suggest
Clarify	Enforce	Influence	Provide	Support
Commit	Engage	Inform	Prioritize	Suppose
Communicate	Enroll	Initiate	Produce	Supervise
Compare	Estimate	Innovate	Program	Take part
Compile	Establish	Inquire	Project	Test
Complete	Evolve	Inscribe	Promote	To persuade
Compute	Evaluate	Inspect	Procure	To propose
Conduct	Examine	Institute	Publicize	Translate
Confirm	Exceed	Instruct	Purchase	Use
Conceive	Execute	Integrate	Pursue	Validate
Consolidate	Expedite	Interpret	Research	Vérify
Consult	Experiment	Intervene	Recommend	Watch
Control	Explain	Interview	Reconcile	Wrap
Convince	Express	Introduce	Recruit	Write