

Name

.....street

city, province, Postal Code

Home: (area code) phone # cell: (area code) cell #

Email: name@.....

Note: Employment Network comments and tips are highlighted in blue font.

CAREER SUMMARY

Tips: Write the Career Summary section LAST, after you have completed the Professional Experience and other sections. The Career Summary is an executive summary of your resume and if needed, could stand alone as a condensed version of your resume.

It is important to have the first few lines convey to the employer **what you are looking for/qualified for**, and then have **your experience support this**. Key words within this section also help the employer identify and relate key skills to position requirements.

Example 1:

- Highly motivated and results-driven Business Manager with over 10 years experience in finance, project management and marketing/sales. Strategic and innovative leader who thrives on challenge and the opportunity to excel and deliver.
- Enrolled in the Certified Financial Analyst (CFA) Program, Level 1. Commerce graduate, finance major, with additional coursework in economics and government.
- Skilled in numerous computer software programs including Project, Word, Excel and Photoshop.
- Excellent verbal and written communications skills; fully bilingual in French and English. Able to work independently and handle complex assignments with efficiency.

Example 2:

- Professional Sales Representative with a demonstrated sales record and proven leadership, communication and negotiation skills.
- Over 3 years sales and marketing experience, supported by a Business Administration Degree, marketing major. Knowledge and experience in the retail sector with a focus on electronics, telecommunications and computers.
- Extensive computer experience, with a working knowledge of Word, Excel, Simply Accounting and Powerpoint. Skilled in numerous programming languages, platforms, database and operating systems.
- Creative problem solver, with a keen attention to detail and quality. Independent worker with a high degree of initiative and motivation to serve client needs.

PROFESSIONAL EXPERIENCE

Start with your most RECENT position and work your way back. Remember to keep your professional experience clear, concise and accomplishment oriented, i.e. what you did versus what the job description was.

Position

month, year – month, year

Company, Regina, Saskatchewan

Write 2 to 4 sentences describing what the mandate of your position and major responsibilities were – keep it concise clear, and add measures where possible (date, \$, #, %). Avoid too many details, as this can be explained at the interview stage. Example:

As Sales Representative with this high volume national retail store, responsibilities included promotion, demonstration and sale of over 70 electronics products. Technical support encompassed in-store support, at-home installations and troubleshooting of equipment.

PROFESSIONAL EXPERIENCE (cont'd)

Key accomplishments:

Indicate the project, problem or item – the action taken by you --- and the result (use measures as much as possible, i.e. date, \$, #, % etc.). Examples:

- Displayed an entrepreneurial spirit and ability to clearly demonstrate electronics products, generating sales growth in a highly competitive marketplace. Facilitated customers receiving a high level of customer service by offering excitement and knowledge about the products/company, and genuine commitment to their needs.
- As member of a 5-person Sales Team, generated over \$1M in sales over 12 months, as a result of building trusting customer relationships.

Position

month, year – month, year

company, Regina, Saskatchewan

Continue with each position as per the instructions above. As time progresses towards the past, the number of key accomplishments becomes less. The most emphasis is placed on your most recent position, plus jobs that relate most to the position/career you are pursuing, and/or the jobs that have the longest employment terms.

Key accomplishments:

-
-
-

If you have **progressed to different positions within one company**, a suggested format is:

Company, city, province

month, year – month, year

Optional: A brief description of the company often adds perspective to your role responsibilities, particularly if you were employed for an extended period of time. Example:

(company) is an industry leader and the most recognized brand in electronics, games and entertainment. They employ over 150,000 employees worldwide and 1,000 in Canada.

Position

month, year – month, year

Same instructions as above. Again, start with your most recent position, and then work your way towards the past.

Key accomplishments:

-
-
-

Position

month, year – month, year

Key accomplishments:

-

PROFESSIONAL EXPERIENCE (cont'd)**Position**

month year to month year

Company, Regina, Sask

Main responsibilities

Key accomplishments:

▪

EDUCATION**designation**

year

*Educational Institute, city, province***Optional:**

Often, summarizing the program will help the Employer gain a clear understanding of the coursework, particularly if it is related to the position you are applying for, or if the educational institution is located in a different province or country. Example:

The Business Administration program focused on leadership, management, programming, marketing and evaluation, management, and communication skills.

We recommend that each year of formal education be included, even if you did not graduate. It is still important and shows responsibility, training and learning. An example is:

Business Administration (incomplete)

1992 - 1994

University of Regina, Regina, Saskatchewan

Grade 12, (school), Regina, Saskatchewan

1990

Indicating your grade 12 year of graduation is optional. With ~10+ years experience, we recommend omitting the year of grade 12 graduation.

PROFESSIONAL DEVELOPMENT

These include seminars, training courses, 1 day seminars, certificates and on-the job training that is in addition to formal education. For example:

Photoshop, Level 2

2006

Conflict Resolution

2005

Courses in Project Management

2001 - 2003

PROFESSIONAL AFFILIATIONS

These associations are work/career related only, for example:

Member, Saskatchewan Associations of Human Resource Professionals

2005-present

Member, ACTRA (Alliance of Canadian Cinema, Television & Radio Artists)

2001-present

Board Member and Past President, Regina Chamber of Commerce

1999-present

INTERESTS AND VOLUNTEER ACTIVITIES

This section helps to round you out as a person by showing your personal interests, community activities and hobbies. We have seen this section help people obtain work because not only did their skills meet the company needs, but their personal interests aligned as well.

Avoid volunteer or community activities that pertain to race, religion, sexual preference, etc.

Examples:

- Volunteer Coach: University of Regina Rams Football Club

2006-present

- Volunteer and Board Member, Regina Humane Society

2001 -

- Physical fitness, sports, reading and watching movies.

Remember to keep the resume to 2 pages, 3 at the very most

References provided on request --- there is no need to provide references at the time you are submitting a resume. We recommend bringing references with you at the interview stage only.

Make a separate page for references

REFERENCES for (name)

We recommend you provide **2 to 4 work related references** that include:

Priority #1: Direct Supervisors and Managers
Second: Co-workers, customers

Do not include relatives, family members and close friends as references, unless requested. If a friend or family member is also a supervisor/manager of yours in a business relationship, let the Employer know up front. If the Employer learns you have not been open and honest, this will jeopardize or eliminate your chance of being hired.

Contact	Relationship
Name, Address, Phone # Email:	Supervisor at (company)
Name, Address, Phone # Email:	Indirect supervisor at (company)
Name, Address, Phone # Email:	Customer of (company)
Name, Address, Phone # Email	Co-worker at (company)