

Creating Your First Resume

- Resumes should be targeted to specific jobs
- Maintain a basic resume that you edit depending each job application

What jobs are you thinking of applying to?

1) Getting Started

- a. Start the resume with an **Objective**
 - i. Catch the employer's eye
 - ii. Show that you have a long-term plan
 - iii. Tailor the objective to each job opening
- b. Pick an objective that suits the field where you wish to work, such as:
 - i. "to work with children and youth"
 - ii. "a job where I can develop my communication skills"

Ideas for your objective:

2) Skills

- a. Include **Skills** that highlight your best qualities
 - i. What are your strengths?
 - ii. What do you enjoy doing?
 - iii. What would you like to do for the summer?
- b. **Transferrable Skills** are skills from one area that are applicable for the job for which you are applying, such as:
 - i. Computer skills learnt at school can be used at an office job
 - ii. Doing multiple activities demonstrates organization
 - iii. Playing on a team or performing in a band shows teamwork and communication
- c. Use a variety of experiences
 - i. Extra-curricular activities

by **Coach Brock Bourgase**

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- ii. Volunteer positions
- iii. Previous jobs

Planning your skills:

<u>What skill do you have?</u>	<u>Where did you get the skill?</u>

d. Illustrate your skills with examples using specific **Action Verbs**

- i. "communicated with clients in a friendly and polite manner"
- ii. "led the school film club and organized monthly meetings"
- iii. "managed participation in two school teams with homework and an 90% average"

Sample Action Words:

- achieve
- communicate
- co-ordinate
- develop
- initiate
- manage
- organize
- perform
- supervise

Describing your *best* skills:

<u>Skill</u>	<u>How have you demonstrated that skill?</u>

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3) Education

- a. Include the school, dates (month only), and any special program or honour
- b. Begin with the current school and go backwards (no need to include elementary school)

Listing previous schools:

School:		Location:	
Start Date:		End Date:	
Special Notes:			

School:		Location:	
Start Date:		End Date:	
Special Notes:			

4) Experience

- a. List any previous jobs or long-term volunteer positions, such as:
 - i. Cashier, Metro Supermarkets
 - ii. Group Tutor, Blake Public School
- b. Include the start and end date
- c. List your basic duties, for example:
 - i. Operated the cash register and met with customers
 - ii. Provided extra math help to Grade 3 students
- d. Be specific but don't overlap too much with the Skills section
- e. Emphasize experience that is **Relevant** to the job you are applying for

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Organizing your experience:

Company:		Position:	
Start Date:		End Date:	
Location:			
Basic Duties:			
Honours and Achievements:			

Company:		Position:	
Start Date:		End Date:	
Location:			
Basic Duties:			
Honours and Achievements:			

5) Finishing the Resume Off

- a. Include any other pertinent information, such as:
 - i. First Aid or Lifeguarding Certification
 - ii. Number of Community Service Hours
- b. Under the **References** section, write "Available upon request"
 - i. It's another chance to contact the employer
 - ii. You don't want references to be overwhelmed with phone calls
 - iii. References could be teachers, coaches, supervisors, or community leaders
 - iv. Speak personally with the reference and prepare them for the phone calls that they will receive

Who could be your reference?

<u>Name & Position</u>	<u>How do they know you?</u>	<u>What might they say about you to an employer?</u>