



Writing a Resume

Department of Finance



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Your resume is one of the most important tools you have when looking for a job. This reference guide will help you choose the right type of resume for your situation. It will also provide you with tips to help you tailor your resume to the job you're applying for, and to make sure it stands out for all the right reasons.

What is a resume?

A resume is a short, point-form document that you provide to employers to tell them about your work experience, education, and skills. Before you write your resume, you may want to complete a skills inventory, which are all the skills you have to offer an employer.

Your personal information

The first thing your employer should see when looking at your resume is your name. Make sure it is clear, stands out, and is easy to read.

Your resume should include your full address, all contact phone numbers, and an e-mail address.

If you are a beneficiary under the Nunavut Land Claims Agreement, make sure you state that on your resume.

Education

List your education, starting with the most recent education that has been completed, and work backwards from there. Include the name of the school, the city or town where each school you attended is located (secondary and beyond), and the year you attended and whether you completed.

Be sure to list any certificates or diplomas you received, including those for short term courses like computer or software courses, first aid, driver's license, or any other relevant training that might be useful in the job you are applying for.

Skills and Experience

Use your resume to show where you have worked, what you learned, and how your skills and experience are relevant to the job that you're applying on. Ensure that you highlight your abilities, skills, and experience that relate to the specific job you're applying for. Read the job

description and the job ad to understand what the employer is looking for. These can come from paid or unpaid work, volunteer experience, and even hobbies.

If all of your experience is in an unrelated field to the job you're applying for, focus on the transferable skills you learned that can be applied to the new job you're applying for, for example teamwork, multi-tasking, planning, public speaking, presenting, translating.

When listing your work experience, include the location (city, province) and the dates you worked (month, year) for each job or volunteer position. Use action words to describe what you did in the positions you held, for example, analyzed, coordinated, reviewed, assessed, communicated. Focus on the top-five duties for each job. In addition, ensure to include the responsibilities that you performed in the your current and previous work experience that relate to the position that you are applying on. Only listing a job title is not enough information for a selection panel to determine whether you have the transferable skills and would meet the requirements of the position.

Other relevant information

You may also want to include your job goals, the languages you speak, or any relevant achievements or awards. You can also include interests or activities that say something positive about you. Don't forget, however, that the point of your resume is to show why you are the right person for the job.

There are no official rules for what headings you should include on your resume. Just remember to keep it concise with the most important information at the top.

For example:

- Let's say you are applying for a job in Wildlife and, although you have never worked in that field, you have a diploma in Environmental Technology. In this case, be sure to put your education section at the top.
- If you are applying to work in the human resources field and you have a lot of experience working in human resources, be sure to list that information before your education details.

Top -10 Resume Tips

1. **Think ahead.** If you wait until the last minute to hand in your resume, you could miss the deadline and risk not being considered for the job.
2. **Tailor your resume.** Include information on your resume associated with the job qualifications you are applying for. In other words, read the job description and amend your resume accordingly.

3. **Edit.** If there is a lot of information, break it into separate sections with specific headings to make it easier for a Selection Panel to read and understand it..
4. **Use action words.** Focus on things you have accomplished, and avoid starting every sentence with “I”.
5. **Proofread.** Never rely on spell check. Have a friend review it.
6. **Repeat Tip 5.** Your resume shows the panel whether you have strong writing skills and your level of attention to detail.
7. **Make it presentable.** Make sure your resume looks clean and organized. Use white, letter-sized paper (8.5 x 11-inch) and a font that’s easy to read, like Times New Roman or Arial.
8. **Keep it concise.** Try to keep your resume as short as possible—ideally two to three pages maximum.
9. **Be honest.** Lying on your resume is never a good idea. Many people who lie on their applications end up losing their jobs when their employers find out the truth.
10. **Be professional.** Remember, this is a business document, so don’t include unnecessary embellishments like flashy paper or a picture of yourself.

Below you will find a resume template that you may wish to use.

Amaruq Ayaya
P.O. Box 123
Iqaluit, Nunavut
X0A 0H0
867-979-0000
aayaya@example.ca

(Nunavut Land Claims Beneficiary)

Objective

- This is the objective and you may or may not want to use it. Explain in one sentence what your goals are.

Skills

- Public speaking in both English and Inuktitut
- Coaching Arctic Winter Games Inuit games team

Experience

Teacher	Iqaluit, NU
Nakashuk School	June 2000-Present

- Preparing curriculum
- Creating teaching materials that are culturally relevant
- List relevant duties and experience from your past and current employment

Education

Nunavut Arctic College	Iqaluit, NU
Nunavut Teacher Education Program Degree completed	May 1999
Inukshuk High School	Iqaluit, NU
<ul style="list-style-type: none">• Secondary Diploma completed• Valedictorian	June 1994

Reference Available Upon Request