

RESUME TEMPLATE

FULL NAME

COMPLETE MAILING ADDRESS WITH POSTAL CODE

CONTACT #: 123-456-7890

EMAIL: abc@xyz.com

CAREER OBJECTIVES

- Write briefly (highlights) about yourself and your career goals in one or two sentences.

EDUCATION (Please list in chronological order)

Qualification Title (Most recent)

Name of university/institute/school

Month/Year completed

If qualification obtained outside of Canada IQAS, WES APEG Assessment of degree

(Please see Quick Resume Tips for more information)

Qualification Title 2

Name of university/institute/college/school

Month/Year completed

If qualification obtained from outside Canada IQAS, WES APEG Assessment of degree

(Please see Quick Resume Tips for more information)

PROFESSIONAL EXPERIENCE (list in chronological order)

Job Title (most recent)

From Month/Year to Month/Year

List complete name of organization/company, City, Country (if outside Canada)

- Highlight important tasks you have completed
- Highlight your role in tasks assigned, specify if you have done something important to complete the task and how. Highlight tasks related to the advertised job.
- Achievements: Any awards received, accomplishments, special duties, etc.

Job 2

From Month/Year to Month/Year

List complete name of organization/company, City & Country (if outside Canada)

- Highlight important tasks you have completed (use precise statements)
- Highlight your role in tasks assigned; specify if you have done something important to complete the task. Highlight tasks related to the advertised job.
- Achievements: Any awards received, accomplishments, special duties, etc.

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VOLUNTEER EXPERIENCE (if any)

Title

From Month/Year to Month/Year

Name of organization/company, City & Country (if outside of Canada)

- Specify what kind of volunteer work you did
- Any achievements, special duties tasks

SKILLS

List skills that are relevant to the job you are applying, for example computer, programming, networking, working in teams, customer service or technical etc.

REFERENCES (List 2 to 3 supervisors/managers from current or past employers)

Name

Position, Company

Location

Phone Number

Email Address

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Quick Tips for Resume

- Please do not include personal information such as gender, age, marital status, religion and your picture
- Be sure your phone number is current.
- Please be sure your email address is appropriate for the workplace. It is recommended that you set up a professional email address for your resume. For example “Jsmith@gmail.com” will make a better impression than “ilovefastcars54@gmail.com”.
- Your resume should not be more than three pages in length.
- The first page of your resume is very important. Do not provide long and wordy statements in your career objectives/profile, be precise and to the point.
- Do not include unnecessary information for example writing your typing speed where job does not require it.
- Always go through the job description provided for every job you apply. Highlight tasks in your resume that are related to job requirements. This will require you to tailor your resume each time you apply.
- When you are writing about your work experience avoid including unnecessary information, only list those tasks that are related to job description provided for advertised position unless you have done something different and it adds value to advertised position.
- Use precise statements, ideally 3-5 bullet points are enough under one job title.
- If your education is obtained from outside of Canada, you must get them assessed through International Qualification Assessment Service (IQAS) or World Education Services (WES). If you have an engineering background than your credentials must be assessed through Association of Professional Engineers & Geoscientists (APEGS).
- Details about credential assessment can also be obtained from the Newcomers Information Centre, Saskatoon Open Door Society (SODS), Saskatchewan Intercultural Association (SIA) or International Women’s of Saskatoon (IWS).
- Please provide complete information about your references i.e. Name, Job Title, Address and Phone number. Your references should be your direct supervisor, Manager, Team Lead or Teacher/Professor. Avoid giving names of your family members. Contact your references before adding their names and ask if they will provide a good reference.