

Writing Your Resume

A comprehensive resume serves as a master template that includes all your work experience, skills, accomplishments, and education in one document. This makes job searching more efficient, allowing you to easily extract relevant details for tailored resumes and recall key information during interviews.

Make a strong first impression — aim to capture attention within the first 30 to 60 seconds!

Key information includes:

- Contact Information
 - Your full name.
 - Address.
 - Phone number.
 - Email address.
 - LinkedIn profile or other professional social media.
- Create a Professional Summary or Objective
 - Be Concise: Keep it brief, ideally 2-3 sentences.
 - Tailor to the Job: Customize it for the specific role you're applying for.
 - Highlight Key Skills: Focus on your most relevant skills and experiences.
 - Show Value: Mention how you can add value to the company.
 - Use Keywords: Include keywords from the job description.
 - Be Specific: Avoid vague statements; be clear and precise.
 - Include Achievements: Highlight notable accomplishments - must be kept short.
 - Stay Positive: Use confident and positive language.
- Education and Training
 - List your degrees, diplomas, and certifications in reverse chronological order (most recent first)
 - Include the institution name and graduation date.
 - Mention relevant coursework or training programs.
- Work/Professional Experience
 - List your jobs in reverse chronological order (most recent job first)
 - Include job titles, company names, and dates of employment
 - Detail your duties and responsibilities for each job

Note: If you don't hold a degree or specific education/credentials for certain roles, consider placing your Work Experience section before your Education section.

- Skills/Competencies
 - Soft Skills: Basic skills needed to succeed in the workplace (e.g., communication, teamwork, problem-solving)
 - Technical Skills: Specific skills required to perform particular jobs (e.g., software proficiency, machinery operation)
 - Start each bullet point with a strong action verb (e.g., managed, developed, implemented).
- Accomplishments/Awards
 - Describe the positive results you have achieved in your roles.
 - Include any awards or recognition received from school, work, or community activities.
 - Highlight metrics or specific outcomes (e.g., increased sales by 20%, reduced costs by 15%).
- Volunteer and Community Activities
 - List any volunteer work or community involvement.
 - Identify skills developed through these activities.
- References
 - You don't need to include references on your resumé; instead, write: References Available Upon Request.
 - Keep a list of professional references with their contact information and relationship to you ready to provide to your interviewer when requested.

Key Tips:

- Regularly update your comprehensive resume to reflect your latest work activities, new skills, and accomplishments.
- Treat your comprehensive resume as a living document. Keeping it current ensures it accurately represents your most recent experiences and qualifications.
- Choose a simple, easy-to-read format with consistent font styles and sizes. Use bullet points for clarity.
- Be concise, keep it easy to read and only include relevant information.
- Carefully check for spelling and grammar errors. Consider asking a friend or professional to review your resume.
- Use industry-specific keywords that align with the job description to help your resume pass through Applicant Tracking Systems (ATS). not include personal information such as age, marital status, or a photo.
- Leverage free templates on Google and Microsoft Word.

Example Resume:

Your Name

Regina, Saskatchewan
306-123-4567 | email@email.com

Trusted Equipment Operator with more than 5 years' experience in the construction, maintenance, and preservation of Regina roads, sidewalks and alleys. Highly adaptable and dedicated to producing error-free results, safe working conditions, and quality service.

Education

Career Safety Education

Saskatchewan Safety Council | 2021

Limited Power Engineers Certificate

Any College | JUNE 2018

Skills

- Class 1A Driver's License
- Superior Operating Skill
- Exceptional Communication
- Effective Leader/Team Member

Experience

Equipment Operator II

Company Name | Regina, SK
2021-2023

Operated a variety of mobile, stationary and power equipment used in the implementation of roadways construction and restoration projects.

Equipment Operator I

Company Name | Regina, SK
2020-2021

Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared and submitted invoices, and oversaw payroll.

Skilled Labourer

Company Name | Regina, SK
2020-2021

Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients.