

Resume Guide

Job Posting

- Carefully review each job posting, highlighting key words related to skills, knowledge and Experience
- Remember: Always save or print a copy of each job posting you apply to, as you will need to review this before an interview

Content

- Put the most relevant information on the first page – employers often spend as little as 6 seconds reviewing a resume!
- Tailor your resume to the job you are applying for – showcase your knowledge, skills, abilities and experience that are transferable to those listed in the job posting
- Review your resume for spelling and grammatical errors and consider having someone in Career Services review your resume
- Use Action Words (verbs) to begin your bulleted achievement statements in your work experience section—this will help you create a more powerful case for how you’ve developed the key skills the employer is looking for

Organization/Layout

- Try to keep your resume at 1–2 pages, with references on a third page; if applying to other countries, check their resume standards
- Present all relevant information in reverse chronological order (most recent to oldest)

Formatting/Design

- Keep job titles on the left and dates on the right
- If you are having trouble keeping your resume on 1-2 pages, consider using narrower margins or choosing smaller line spacing
- Use a common font style and size (Calibri, Times New Roman, 11 or 12 point size, throughout your document); ensure consistency with your cover letter

Infographic Resume

- This type of resume is best suited for creative industries such as communications, graphic design or social media, and includes visuals that catch the eye

Social Media and Your Job Search

- Review all of your social media accounts and privacy settings
- Consider creating a LinkedIn profile which allows you to upload your resume content and connect with professionals locally and around the world
- For tips on how to build a professional student LinkedIn profile visit Career Services

Checklist

Know Yourself and Your Audience

- ☐ Can you comfortably articulate your values, knowledge, skills, abilities, experience and interests as they relate to job search documents?
- ☐ Did you perform an adequate amount of research on the prospective employer?

Choose an Effective Format

- ☐ Did you choose a resume type that best suits your level of relevant experience and that effectively markets your skills, accomplishments and proven abilities?

Showcase Your Skills

- ☐ Are you using one of the two recommended methods to showcase your skills (Highlights of Qualifications or Summary of Skills)?
- ☐ Did you begin your bulleted achievement statements with action verbs?
- ☐ Create skill statements that demonstrate your achievements rather than just listing descriptive adjectives (such as “good communication skills”) or job duties. Try to use the Formula: Action word + skill + how you demonstrated or developed it.

Polish Your Resume

- ☐ Is your resume easily skimmable and limited to 1-2 pages? (Listing your references on the third page is acceptable.)
- ☐ Have you reviewed your document for spelling mistakes and errors? (This is important for demonstrating effective communication skills.)
- ☐ Did you prioritize your content by placing the most relevant information first?
- ☐ Did you organize your information in reverse chronological order?
- ☐ Did you present the most targeted information on the left side first (i.e. job title(s) on the left, dates on the right)?
- ☐ Were you consistent with formatting, verb tense and font?

Include Your References

- ☐ Do you have at least three references who can attest to your work ethic and professionalism, academic history and/or qualifications, and **who have agreed to be a reference**?
- ☐ If you choose not to include your references in your resume, be sure to bring your list of references and their contact information to the interview
- ☐ Once your resume is complete, provide a copy to each of your references

Chronological Resume

If you have a logical, progressive work history that you want to showcase to the employer, choose the Chronological resume type (work history and experience are highlighted).

Your past employment experiences are your main selling feature and are relevant to the job you are applying for. Main job titles and organizations are emphasized and accomplishments and responsibilities are described in detail.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document. Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

Suggested Resume Headings:

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

ANITA CAREER

Buies Creek, NC

123-456-7890

abcareer1234@email.campbell.edu

ca.linkedin.com/in/anitacareer

HIGHLIGHTS AND QUALIFICATIONS

- Successfully exercised leadership for over two years by motivating employees to incorporate company's strategic plan, by being able to identify and integrate key issues affecting the organization, and by communicating in a way that allowed for change and new ideas
- Assisted project managers with all stages of the project life cycle, from the development of using a mind map to capture ideas, a process map to understand the work flow, a team chart to delegate assignments, and a project chart to manage the work
- Strong interpersonal, communication and group skills including team building, conflict management, strong community collaboration and program building capacity, human resource management and budget allocation
- Possess all required certifications, including: Emergency First Aid, CPR C and WHMIS, in addition to studies at the Master's level and a degree in Kinesiology
- Excel working in a team environment where collaborative initiatives such as team building drives the team spirit

EDUCATION AND PROFESSIONAL CERTIFICATION

Master of Science Candidate – Kinesiology

Campbell University, Buies Creek, NC

Sept. 2017 – Present

- Expected date of graduation: May 2018

Masters Certificate in Project Management

Lundy Fetterman School of Business – Campbell University, Buies Creek, NC

May 2018

- Eligible to take the Project Management Institute (PMI), Project Management Professional (PMP) exam

Bachelor of Science – Kinesiology

Campbell University, Buies Creek, NC

May 2016

- Exercise and Sport Studies – Fitness and Lifestyle Professional Stream

Work Experience

Raleigh Health Quality Board (RHQB), Raleigh, NC

Sept. 2016 – Aug. 2017

Health Improvement Consultant, May – August 2016

- Assuming the leadership consultant role while collaboratively working with internal and external teams to facilitate quality improvement initiatives across Saskatchewan
- Building, maintaining and monitoring relationships within Saskatchewan's health care system
- Facilitating presentations to the various health districts in Saskatchewan based on understanding the research methods used to analyze the statistical data on the Saskatchewan Health population

Health Projects Management Specialist, Sept. 2015 – April 2016

- Aligned with three project managers, to spearhead and coordinate nine health projects from implementation to closure; while continuing to support project management best practices and tools
- Created and maintained a knowledge base of project experiences that was used to assist future projects

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs.

One way to write your highlights of qualifications is to provide a quick snapshot of your experience, skills, academic background and personal qualities as they relate to the position.

1st Statement

Summarizes the experience you have related to your job objective. (e.g. One year experience in graphic design.)

2nd Statement

Describes your working knowledge of the various components or aspects of the position. (e.g. budgeting, report writing, program planning, etc.)

3rd Statement

Outlines the various skills/strengths you possess to do the work effectively. (e.g. problem-solving, communication, time management, etc.)

4th Statement

May refer to any academic background you have that complements your practical experience. (e.g. machine design, resource assessment, marketing, etc.)

5th Statement

Lists your personal characteristics and attitudes as required on the job. (e.g. reliable, able to work under pressure, creative, etc.)

Begin with your most recent experience and work your way back (reverse chronological order).

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid colored font and shading as they can be distracting.

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

Using Action Words to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience. This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), volunteering, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centers).

Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favorably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as Volunteer Experience and Causes (that you care about)

ANITA CAREER

Page 2 of 2

WORK EXPERIENCE CONT.

YMCA of Raleigh, Raleigh, NC
Athletic Director

Apr. – Aug. 2016
Temporary

- Recruited and supervised a staff of 32 camp counselors, 48 aquatic staff, and 53 part time athletic trainers while overseeing training and setting work schedules
- Lead, assigned, and evaluated athletic coaches and staff members
- Prepared and administered the athletic program budget, requisitioned program supplies and equipment, while monitoring revenue and expenses

EXTRACURRICULAR ACTIVITIES

Volunteer

Make It Right
Buies Creek, NC

May 2018

- Assisted with creating four raised flower beds made up of local perennials reliant on composting in the Lower 9th Ward

Habitat for Humanity Project – Women Build 2017
Raleigh, NC

June 2017

- Helped to build one home in Raleigh, by installing vinyl siding

Memberships

- Campbell Running Club, Buies Creek, NC
- YMCA of Raleigh and Durham, Raleigh, NC and Durham, NC
- Raleigh Rowing Club, Raleigh, NC

Sept. 2016 – present
2012 – present
Summer 2012

Interests

- Active participant in the Campbell University Recreational Volleyball League
- Take pleasure in maintaining a healthy and active lifestyle
- Running enthusiast; currently training for the Regina Queen City Marathon
- Avid alpine skier and snowboarder

REFERENCES

Jonathon Doe
Board Member
Saskatchewan Health Quality
Board
910.555.0123 (B)
Jonathon.doe@shqb.com

Dr. Steve Smith
Professor of Kinesiology
Campbell University
910.555.2345 (H)
Steve.smith@usask.ca

Debbie Reynolds
Business Manager
Campus Recreation
Campbell University
910.555.8798 (C)
Debbie.reynolds@usask.ca

References:

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

Reference Tips:

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your resume in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like “References provided upon request”
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven’t already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

Potential References:

- **Work Experience (All types):** Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counsellors
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbors, home stay families, personal acquaintances

FUNCTIONAL RESUME

If your formal experience is lacking or in a different field than the position you're applying for, but you have the skills necessary to succeed in the role, choose the Functional resume type (skills highlighted). This approach highlights skills rather than work history. By examining the job posting, you can tailor 2–4 relevant skill-related sub headings and use bulleted points to provide evidence of your skills.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

Suggested Resume Headings:

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

ANITA CAREER

Buies Creek, NC
123-456-7890
abcareer1234@email.campbell.edu
ca.linkedin.com/in/anitacareer

Education

College of Arts and Sciences – Psychology (Honors Program)

2014 – present

Campbell University, Buies Creek, NC

- **Certificate in Criminology**, 2016
- University of Newcastle, Australia, Term Abroad, September – December 2015
- Dean's Honor Roll (in the top 7% for my college)
- Invited for membership into Golden Key (in the top 15% for my field of study)

Certificates of Training

- **First Aid and CPR:** Emergency First aid and CPR C; valid until Mar. 2020
- **Suicide Prevention:** Applied Suicide Intervention Skills Training (ASIST), June 2017
- **Health and Safety:** Conflict Resolution Training, Feb. 2016; WHMIS, Mar. 2017
- **Self Defense for Women:** Rape Aggression Defense (R.A.D.) System, Oct. 2016

Summary of Skills

Community Service

- Commit to make positive changes in the agency settings by providing accessible services and programming
- Able to educate volunteers, staff, clients, customers, and service users by providing the necessary training and mentorship supports to employees in their roles
- Building effective collaborative relations with all stakeholders to ensure that many different behaviors, attitudes, and policies work efficiently in cross-cultural settings
- Refined written, listening and oral communications through academic writing, group projects and community service experience
- Appreciate and understand the importance of confidentiality around contact information, program statistics and services

Leadership

- Led Campbell University Camel Athletics, Woman's Cross Country Team roster for the 2015 – 2016 year
- Chosen by the Arts and Science Peer Learning Community to prepare and present a poster board at the 2016 SK Youth Symposium on a 20 year longitudinal study on the effects of Fetal Alcohol Study in children ranging in ages from birth – four, in Buies Creek Area
- Competent in initiating, promoting and maintaining positive rapport and collaboration with campus student groups and their interim leaders
- Organized staffing schedules and managed production capacity for 50 employees at McDonalds; balancing the needs of parents, high school and post-secondary students, and workers with multiple jobs.
-

Work Experience

Supervisor and Team leader

May 2014 – present

McDonalds Restaurant, 421 location, Lillington, NC

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL.

Should I include high school on my resume?

If you are still in your first year of university, then it is okay to keep your high school listed. However, once you have completed your first year, you'll want to remove it from your resume.

The Summary of Skills section helps you to summarize the key skills that you possess that the employer is looking for in the job posting. Highlight skills you have acquired and how well you accomplish tasks.

Summary of Skills Tips

- Usually includes 2–4 subsections of skills that are chosen based on what is listed in the job posting
- Begin statements with Action Words (verbs) and think about showcasing an accomplishment
- Be concise, but provide a clear example of HOW you have developed that skill
- Each subsection usually has 3–5 bulleted points

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid colored font and shading as they can be distracting.

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

Using Action Words to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience. This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), volunteering, community involvement (locally, provincially, regionally, nationally, internationally),

Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favorably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as Volunteer Experience and Causes (that you care about)

Campus Involvement

Athletics

Women's Cross Country Team

Sept. 2016 – July 2017

Camel Athletics Campbell University, NC

- Competed in national interuniversity competitions at the following sporting events: the Stewart cup (Oct.); United States Interuniversity Sport (USIS)/US West Championship (Nov.); Downtown Lions Sled Dog and K of C Indoor Games (Jan.); Alberta Indoor Games (Feb.); Buies Creek Indoor Champs (Mar.); and CU Summer Games (July).
- Organized the annual Fund-Raiser for the Cross-Country Team called the Fighting Camels; 10 km run held on March 6, 2017

Memberships

Golden Key International Honor Society

2015 – current (Sept. – Apr.)

Campbell University, Buies Creek, NC

- Involved with the *SPARK a Change* program; working with at-risk youth ages 14-17, in a group literacy program, held at Lillington International High School Program within Harnett Public Schools.
- Organized a local Campbell event for Global Youth Services Day, held Oct. 15, 2016, to donate the harvest of Buies Creek's Community Garden to the Friendship Inn.

Campbell Psychology Students' Association

2015 – current (Sept. – Apr.)

Campbell University, Buies Creek, NC

- Use social media platforms (Facebook and Twitter) to supply the membership with timely information around association events, answer questions and provide contacts as needed.
- Understand the importance of digital branding and reputation management as one of three social media Administrators

Undergraduate Awards

Camel Women's Cross Country Award

- \$1,000 award for athletic ability and contributions to the Camel Women's Cross Country Team

James Barney Smyth International Study Abroad Award

- Awarded to a college of arts and science student who has been approved to participate in a Campbell University exchange or student abroad program, for academic credit

References

John Campbell
Supervisor
McDonalds
306.555.8666 (B)
Joni.campbell@mcdon.ca

Dr. Andrew O'Neill
Professor, Department of
Psychology
Campbell University
306.966.1111 (B)
aoneill@campbell.edu

Jennifer Weiss
Program Coordinator
Spark a Change
306.555.7892 (C)
J.weiss@sparkachange.ca

References:

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

Reference Tips:

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your resume in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like "References provided upon request"
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven't already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

Potential References:

- **Work Experience (All types):** Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counsellors
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbors, home stay families, personal acquaintances

Combination Resume

If you possess both the experience and skills necessary to fill the position and want to highlight both areas to the employer, choose the Combination resume type.

This approach stresses one's skills and accomplishments, yet briefly lists responsibilities and achievements from the chronological work history.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document. Questions to consider:

- What educational experiences have you had?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid colored font and shading as they can be distracting.

Using Action Words (verbs) to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

Anita Career

Buies Creek, NC • 555-555-5555 • abcareer@email.campbell.edu • [ca/linkedin.com/in/anitacareer](https://www.linkedin.com/in/anitacareer)

Education

Bachelor of Commerce – Management

2017

Lundy-Fetterman School of Business, Campbell University, Buies Creek, NC

- Group project – Analyzing a local art dealer's business plan in order to develop a new customer database

Summary of Skills

Project management

- Electively engage with company stakeholders to pitch and execute a project management plan that includes well defined oral, written communication and presentation skills; including the scope costs and schedule
- Able to implement, plan, manage and measure projects and tasks in a timely, directed manner according to well-defined goals and outcomes
- Show commitment to the team's purpose and goals by being able to change work priorities and workplace practices to guarantee the project completion date
- Decreased employee turnover by 10%, through the effective coordination of four competing contracting crews in addition to ordering equipment and material resources ahead of crew arrivals

Collaboration

- Able to analyze and balance the customers' needs and expectations with the nature of the contracted work by managing costs, time, quality of work, and employee safety
- Execute the project plan by assigning resources, setting up tracking systems, determining how to update the project schedule and modifying the project plan in collaboration with multiple stakeholders
- Ensure that all project plans outline a communication strategy with goals, objectives, roles, methods, and tools; recognize the different personalities and communication styles impact a team-based work environment
- Able to maintain positive and productive relationships by sustaining mutually beneficial partnerships with internal and external stakeholders

Related Work experience

Head Sales Representative

CampSales, Lillington, NC

May 2017 – present

- Overseeing, supporting and monitoring a team of eight sales representatives along with a sales budget of \$40,000
- Appointed to be the first point of contact for bulk contracting: managing both services and maintenance contracts
- Supervising and evaluating performance and account expenses while providing mentorship and sales training opportunities for new employees

Assistant Sales and Contract Manager

CGL Industries, Grande Prairie, AB

May – Aug. 2016

- Drafted, issued and finalized industrial proposals for maintenance contract services
- Provided support during sales and contract negotiations of CGL field maintenance and construction services
- Collaborated with the General Manager of Sales and Contracts to define and review CGL Industries' service packages to suit the specific needs of each client

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL?

The summary of skills section helps you to summarize the key skills that you possess that the employer is looking for in the job posting. Highlight skills you have acquired and how well you accomplish tasks.

Summary of Skills Tips

- Usually includes 2–4 subsections of skills that are chosen based on what is listed in the job posting
- Begin statements with Action Words (verbs) and think about showcasing an accomplishment
- Be concise, but provide a clear example of HOW you have developed that skill
- Each subsection usually has 3–5 bulleted points

Begin with your most recent experience and work your way back (reverse chronological order).

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

Suggested Resume Headings:

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

Do I need to include a section on volunteering?

■ Volunteering is a great way to show commitment to your community and is viewed very favorably by employers; it shows that you are a well-rounded individual

■ Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing

■ LinkedIn refers to this section as Volunteer Experience and Causes (that you care about)

Anita Career

Page 2

Supplementary Work Experience

Laborer

J & R Construction, Grand Prairie, AB

- Handled construction materials; loaded and unloaded the trucks with supplies, equipment and construction materials
- Excavated, backfilled and compressed the subgrade to prepare for construction of a new highway

May – August 2015

Academic awards

Rotary Award

- Awarded for community involvement and academic achievement

2016

Campbell University Entrance Scholarship

- Awarded \$1000 for academic achievement; Grade 12 average between 90% - 92.2%

2014

Volunteer Experience

Member, Board of Directors

Sarah's House – Services for Sexual Abuse Survivors Inc., Durham, NC

- Guiding a staff of four in running the daily activities and programs for survivors and their families
- Handling the administration and accounting of the annual budget to secure funds for agency projects

Oct. 2017 - Present

Big Sister

Big Brothers and Big Sisters of Harnett County, NC

- Matched with an 11 year old girl to engage in meaningful social activities with others of similar age and participated in one-on-one relationship-building activities

Sept. 2016 – April 2017

Activities and Interests

- Enjoy playing recreational softball
- Captain of a co-ed volleyball team, Campus Rec, Campbell University
- Active Participation in the Campbell University Mentorship Program

Sept. 2016 – April 2017

Sept. 2015 – April 2016

References

Carlo Pivetta

Art Dealer
Collectors gallery
Saskatoon, SK

Bus: 306-555-1234

Res: 306-555-1235

cpivetta@collectorsgallery.ca

Jamie Freespirit

Buddy Match Coordinator
Big Brothers and Big Sisters
Lillington, NC

Bus: 306-555-1236

Res: 306-555-1237

freespirit@bigbrobigsis.ca

Clara Jordan

Sales and Contract Manager
CGL Industries
Grande Prairie, AB

Bus: 306-555-1238

Cell: 306-555-1239

clara@cgl.com

References:

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/ attributes.

Reference Tips:

You will want to include three references who have agreed to be a reference

▪ If your references never change, include them in your resume in the final *References* heading

▪ If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like “References provided upon request”

▪ Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven't already been provided

▪ Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

Potential References:

▪ Work Experience (All types):

Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers

▪ **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counsellors

▪ **Religious/Faith:** Clergy, faith community members

▪ **Athletic:** Coaches, sport coordinators, athletic association personnel

▪ **Character:** Neighbors, home stay families, personal acquaintances

Transition/Linking Words

Does your cover letter read well? Does the reader understand the direction of your thoughts, and do your ideas connect well? Here are some transition/linking words that may help you to write how one significant idea moves onto the next. Employers who hire students and alumni look to candidates that display career readiness competencies such as oral and written communications skills

Additional/Add Information				
Actually	And	Finally	Further	Not only this but
Additionally	As a matter of fact	For example	Likewise	also that
Again	As well	For instance	Moreover	Too
Along with	As well as	Indeed	Much less	
Also	Besides	In addition	Next	
Alternatively	Either (Neither)	In fact	Nor	
Another	Equally important	Furthermore	Or	
Chronological/Sequence				
All of the sudden	As soon as	First and foremost	In a moment	To begin with
At first	At the same time	First of all	In due time	Without delay
As long as	At this instant	For a start	Initially	
At the present time	Currently	From time to time	In the meantime	
As long as	First/second/third	In addition	Occasionally	
Clarification				
In other words	For instance	I mean	That is to say	To put it another way
Compare/Similarly				
As long as	Equally	In the same way	Likewise	
Also	In a like manner	Like	Similarly	
Concession				
Admittedly	But even so	Nevertheless		
Besides	Even so	On the other hand		
Conclude/Summarize				
As a result	In conclusion	To sum up	Last	
Finally	In Summary	Therefore		
Confirmation				
After this	Before this	Next	Subsequently	
Afterwards	Eventually	Previously	Then	

Conflict			
And yet	Conversely	On the other hand	When in fact
But	However	Still	Whereas
By way of contrast	In contrast	Through	While
Consequence			
If not	If so	That being the case	Under the
In that case	Otherwise		circumstance
Continuation			
After this	Before this	Next	Subsequently
Afterwards	Eventually	Previously	Then
Contrast			
Although	Even though	On the other hand	Still
But	However	Otherwise	Yet
Effect/Result			
Accordingly	Because	In effect/effectively	Then
As a result	Consequently	For/for this reason	Therefore
All things considered	Even so	Hence	
Emphasis			
Above all	Even more	In fact	To repeat
Again	For this reason	More importantly	Truly
Besides	Indeed	To emphasize	
Identification			
Nameley	Specifically	That is to say	Thus

Introduction				
As an illustrator	For example	Including	Such	
By way of example	For instance	In particular	To illustrate	
Especially	For one thing	Notably		
Location				
Above all	Away from	Beyond	Inside	Outside
Across	Behind	By	Into	Over
Against	Below	Down	Near	Throughout
Along with	Beneath	In back of	Off	To the right
Among	Beside	In front of	Onto	Under
Around	Between	In the middle	On top of	
Purpose				
For fear that	In the hope	In order to	So that	With this intention
For the purpose	In order that	Lest	To the end that	With this in mind
Reference				
As for this	Considering this	Regarding this	Speaking about	
Concerning this	On the subject	The fact that	With regards to	
Time				
About	By the time	Last	Meanwhile	Tomorrow
After	During	Later	Presently	Until/until now
Afterwards	Immediately	Now that	Quickly	When
As soon as	Instantly	Once	Soon	Yesterday
At	Finally	Next	Then	
Before	Formally	Next week	Today	

Nace's Career Readiness Competencies*					
Communication (Oral and Written)					
Articulate thoughts and ideas clearly and eff ectively in written and oral forms to people inside and outside the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and eff ectively.					
Advised	Contributed	Documented	Informed	Moderated	Published
Briefed	Cooperated	Drafted	Interpreted	Negotiated	Recruited
Clarified	Counselled	Edited	Lectured	Presented	Reported
Collaborated	Directed	Influenced	Mediated	Printed	Translated

*Adapted from career readiness materials developed by NACE and the University of Saskatchewan