

## Resume Checklist – Diploma Students

A well written resume is a must when you look for employment. To develop your resume – or update your current resume - to a **program-specific, skills-based resume** that employers expect to see, read the section on the resume in our Job Search Workbook (pgs. 10-13) and check out Sample Resumes, all under “Workshop Resources” at <http://appliedtechnology.humber.ca/work-placement/job-search-resources.html>

Follow the guidelines below, and the sample on the next page, to ensure the various sections of your resume meet the standard. Place a check mark in the column on the right when you feel you have met the standard.

Resume Feature	Standard for an Effective Resume	✓
Contact Information	Complete (Name, Address, Tel, “Employer Appropriate Email”), per the sample format on the following page. Your “Name” is a bigger font size than your contact info.	
Objective Statement	Short and to the point, clearly describing the type of work you are seeking, or what you have to offer. No excess words. Includes “summer position” or “summer work term”. Does <b>not</b> use the term, “Co-op” * See <b>Job Search Workbook, pg 11.</b>	
Summary of Technical Skills	Includes technical skills and knowledge from your program at the top of the list (refer to <b>Program Fact Sheet – see website above</b> ), followed by a brief list of your general employability skills (i.e. computer skills, personal qualities, etc). Include notable achievements.	
	List is maximum 5-6 bullets; If more than 6 bullets, break the list into sections i.e. Technical Skills, Personal Characteristics (each 5-6 bullets max).	
Education	First entry is your program at Humber. Entry follows the guideline shown in sample on following page. Includes accurate program name (see Program Fact Sheet); Years of study and/or Date of Graduation is apparent.	
	Other education is in “reverse chronological order”. <b>High school is optional.</b>	
Work Experience	Each work experience starts with your Title or Organization you worked for.	
	Action verbs (in the past tense) are used to describe detailed duties and accomplishments. See <b>Job Search Workbook, pg 11</b> for list of action verbs.	
	Other work is listed in “reverse chronological order”, as shown in the sample resume on reverse.	
Volunteer/Activities <b>(Optional)</b>	Includes activities and accomplishments, interests, or hobbies, etc. <b>This section is optional.</b>	
References	“Available on Request” is suitably stated/included.	
Overall Format Text Format Text Font	Each Heading starts with Capital Letters, is in <b>bold</b> , and is a larger font size than the following text. Each Heading on the entire resume is consistently the same format, font type, <u>and</u> same font size.	
	The text under each Heading is consistently the same font type <u>and</u> same font size throughout the entire resume.	
	Dates of employment line up against the right margin, per the sample.	
	There is approx. 1” of space at the top, at the bottom, and along each side.	
Length	Resume is 1 or 2 pages (maximum), standard 8.5” x 11” format.	
Spelling/Grammar	<b>Proofread</b> and free of grammatical & spelling errors.	

# Sample Format

You only have one opportunity to make a good first impression with an employer!

The following is a “standard” resume format. You may wish to alter the format, add colour or horizontal lines, etc between sections. This is at your discretion. Work Placement Advisors are happy to provide feedback as you develop your resume.

## Your First Name followed by Your Last Name

House or Apt #, Street Address, City, Province, Postal Code

Tel: (ideally includes voice messaging)

Email: [your.email@something.ca](mailto:your.email@something.ca)

### Objective

Short, targeted statement regarding the student objective.

### Summary of Skills:

For technical/general skills, areas of knowledge, qualities -> see your **Program Fact Sheet**

Keep this list to 5-6 bullets. Break longer lists into sub-sections and group your qualifications.

- List the **top technical skills or areas of knowledge** that you have from your program of study
- **Next**, list the top **general employability skills** or qualities that you have
- Highlight relevant accomplishments or achievements
- **Next**, list any certifications or licenses that you have E.g. Driver’s license
- **Finally**, list the computer skills that you have

### Education:

#### TBD Technology Program

Humber College, Etobicoke, Ontario. Expected Date of Graduation May 2020

- List any academic achievements i.e. Honour Roll, Dean’s List, awards. Some students include some of the courses they have taken

**Optional:** ABC High School, City, Province, 2015 (Or previous relevant Education)

- Received Ontario Secondary School Honours Diploma
- List any academic achievements i.e. Honour Roll, awards

### Work Experience: (List most recent jobs first)

Job Title

July 2017 –August 2017

Employer, Location

Or

Brief Company Description i.e. Consumer goods packaging

Summer 2017

- Briefly describe your duties and accomplishments, beginning with Action Words. Use past tense. Highlight experience that supports your goal.

Job Title

Summer 2016

Employer, Location

- Repeat step listed above.

### Volunteer Experience-or-Awards & Achievements-or-Activities & Hobbies:

- Select a heading for this section, depending on the content
- List any volunteer or community leadership experience, special interests, hobbies & activities, etc., especially if these help to support your employment goal.

**References:** Available upon request