

Resume Checklist – Graduate Certificate Students (PMPG, SCM)

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

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

Resume Feature	Quality 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.	
Professional Profile, or Career Profile	A brief summary of your key qualifications – your skills, knowledge, competencies and experience, in essence, what you have to offer that demonstrates to an employer you are a strong candidate for a job you are applying to.	
Summary of Qualifications	Include experience, skills and knowledge from prior work experience and/or your program of study, that best supports your current employment objective. Include 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; Years of study and/or Date of Graduation is apparent. Highlight your Capstone (PMPG) or Integrative (SCM) project.	
	Other education is in “reverse chronological order”.	
Professional 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 Job Search Workbook, pg 11 for list of action verbs. Quantify accomplishments (eg saved \$, improved productivity by x%, etc.	
	Other work is listed in “reverse chronological order”.	
Professional Affiliations, Volunteer Work	Includes associations of which you are or have been a member. Include Volunteer work if it supports your current employment objective.	
References	“Available on Request” is suitably stated/included.	
Overall Format Text Format Text Font	Each Heading starts with Capital Letters, is in bold , 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	Proofread 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

Professional Profile

Focus on what you can offer the employer. The employer will read in terms of “why should I hire this person”, “what do they have to offer”, “how can they contribute to my operation”, “how can they help me make money”, “how can they help me solve a problem”?

Summary of Qualifications (5-6 bullets)

- Over x years of experience in <industry>
- Technical expertise in <list>
- Strong background in <list>
- Demonstrated ability to <list>
- Highlight accomplishments or achievements that support your Objective (i.e. WOW Statements)
- Leadership, Communication, etc. skills
- Computer Skills: <list>

Education

Supply Chain Management Graduate Certificate, 2018

Humber Institute of Technology & Advanced Learning, Toronto, Ontario

- Conducted an integrative project, whereby I participated in site visits and interviewed XXX Company pertaining to the issue of sustainability and its relationship to supply chain management.

List your next more recent education, and so on

Professional Experience: (List most recent jobs first)

Job Title

Company Name, Location

Jul. 2017 – Aug. 2017

Brief Company Description i.e. Consumer goods packaging

- Brief description of accomplishments, duties, responsibilities using Action Words. (*Use past tense*)

Job Title

Company Name, Location

Jul. 2007 – Aug. 2016

- Repeat as per above.

Professional Affiliations & Development

- Member, Supply Chain Management Association, Ontario Chapter
- Leadership for Tomorrow, York University

References: Available upon request