10 Resume Tips

1. Use chronological format & try to keep your resume to two pages.

Research suggests that employers generally find it much easier to review the chronological format in comparison to other resume formats. List your information starting from the most recent and try to include as much of your work history as possible.

2. Research the position, team and organization that you are applying to.

Your resume needs to reflect that you have read and understood the qualifications detailed in the job posting. Your career objective should be related to the position and reflect an understanding of the organization that you applying to.

3. Ensure that you have a clear employment objective that directly relates to the career posting.

Be specific and write it to match the role you are applying for and consider mentioning the organization name as well. Briefly explain what you bring as an employee to this position. Keep your career objective to 2-3 sentences.

4. We have two words for you: grammar and clarity!

Ensure that the reader can **VERY** quickly and easily see that your qualifications match those listed in the job posting. **Hiring managers short list based on the quality of the cover letter and resume.** Things that affect the quality include: relevant education, relevant experience and resume style and lack of errors. Include timelines and location for everything that you reference in your resume (education, training, & work experience).

5. Okay, make this makes three words: consistency!

Ensure that the font you use is easy to read and that you use the same font throughout both your cover letter and resume. Use the same format in terms of headings, spaces and bullets.

6. Create a specific resume for each position you apply for.

Customize for each job you apply to (reference the posting number, job title and hiring manager by name if you can).

7. Ask a variety of people to review your resume and provide feedback.

Your resume should be clear and understandable even to those unfamiliar with your career area.

8. Ensure that your email address is professional.

A professional variation of your name is best. Also consider switching email providers if you use hotmail as it can sometimes be labelled as spam.

9. Include 3-4 references.

References will be checked. Ensure that your references are aware that you will be using them as a reference. Ideally, you will also forward them a copy of the job posting. All of your references should be able to directly speak to your qualifications and experience as they relate to the job posting. Also include as much contact information for each reference as this will save a hiring manager time.

10. Highlight your transferrable skills and accomplishments.

Don't just copy bullets from previous job descriptions but rather talk about specific accomplishments and related transferrable skills for each job.

Contact our Career Coach at:
Aboriginalemployment@viha.ca

http://www.viha.ca/careers/exploring/