

## Resume Tips

### Top Attributes & Transferable Skills Employers Seek:

Written / Verbal Communication

Teamwork / Collaboration

Leadership

Problem Solving

Determination

Organized

Positivity / Energy

Ability to Influence

Managing Pressure

Integrity

Self - Motivated

Adaptable / Flexible

Customer Service

Listening

Time Management

Continuous Learning

Technology Acumen

- Make it easy for an employer to contact you and ensure your contact details at the top of your resume are presented professionally. Include one phone number that has a professional voicemail message. Include a professional email address and your LinkedIn URL.
- A resume should include the following sections:
  - Opening **Profile Statement**
  - Listing of relevant **Attributes / Skills / Knowledge** you have to offer
  - **Education and Professional Development**
  - Chronology of **Work Experience** starting with your most recent position
  - **Volunteer / Community Involvement**
  - Other interesting information to consider including on your resume: Languages, Association / Club Memberships, Awards or Recognition, Public Speaking Experience and Interests that say something positive about the professional you!
- In the opening **Profile Statement** introduce who you are and what you have to offer an employer. State your career objective in a way that would be relevant to the reader of your resume. Include a listing of relevant **Attributes / Skills / Knowledge** you have that would be interesting to the potential employer.
- Keep top of mind the many transferable skills you have gained from coursework, projects, work experiences, involvement in clubs, activities, interests, and hobbies that will be applicable to positions in the industry. Identify these transferable skills and highlight them on your resume.

Research	<ul style="list-style-type: none"> <li>▪ Examples of how transferable skills are communicated on a resume: <ul style="list-style-type: none"> <li>○ Collaborated with the Events and Sponsorship Coordinator. <ul style="list-style-type: none"> <li>▶ <b>Collaborated with the Events and Sponsorship Coordinator to develop high impact communications leading to 10% higher ticket sales for sponsorship events year over year.</b></li> </ul> </li> <li>○ Involved with social media strategy. ▶ <b>Reviewed social media strategy and presented recommendations for improvements which were accepted by the client.</b></li> <li>○ Completed other duties as assigned. ▶ <b>Demonstrated flexibility by completing other duties as assigned.</b></li> </ul> </li> <li>▪ If you have limited work experience, consider combining relevant Volunteer / Community / School Project and Work Experience under one heading entitled 'Relevant Experience'.</li> <li>▪ Keep the length of your resume limited to 1-2 pages.</li> <li>▪ Avoid borders, headers, footers, images, tables, infographic or other creative resume styles which may interfere with an ATS (Applicant Tracking System) ability to scan your resume. Keep more creative styles of your resume for face-to-face meetings.</li> <li>▪ Use a common font (e.g. Calibri or Arial) and keep the font 11-12 pts in size.</li> <li>▪ Customize your resume each time you apply to a position. Try to think like the employer. Based on the company and position available, what information is going to be most interesting to them about what you have done? Adapt the listing of Attributes / Skills / Knowledge to best meet the requirements of the position (always being truthful and authentic). Make it easy to read and interesting for the reader!</li> <li>▪ Adjust your resume for the job to which you are applying, ensuring you incorporate keywords from the job posting and adapt the language to be interesting and relevant.</li> </ul>
Analysis	
Numeracy / Financial Acumen	
Decision Making	
Tact / Diplomacy	
Self-Starter	
Selling	
Negotiation	
Multi-Tasking	
Compiling	
Evaluating	
Coaching	
Scheduling	
Innovating	
Promoting	
Administration	
Presenting	