



# Resume Writing Guide For Students



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## **What is a Resume?**

“A resume is very attractive to an employer, but not for the reasons you think. It offers an easy way to cut down the time employers have to spend on job seekers. It only takes a skilled HR person about eight seconds to scan a resume... so getting rid of fifty job seekers, or resumes, takes only an hour or less. Whereas, interviewing those same fifty people in person would take twenty-five hours or more.” -

Source: **What Colour is Your Parachute 2011 Edition**, by Richard N. Bolles (2010) Page 73.

### **Purpose of a Resume:**

- It is a marketing tool
- It allows you to 'sell' your skills, experience and accomplishments as they relate to the targeted industry or field
- It is a quick glimpse to who you are as an employee
- TO GET YOU AN INTERVIEW

### **Resume Formats:**

#### **1. Chronological**

The information is organized by job titles and presented in reverse chronological order. The most recent work experience is to appear first. This type of resume gives the employer an idea of the different work experience you have.

You should use this format when:

- You are looking for a job similar to the last job you held
- You have always done this kind of work and want to continue with it
- You have been promoted within this field
- You have most or all of the skills and qualifications needed for the position

#### **2. Functional**

The information is organized by skills or functions of the job which you wish to target. It details a variety of activities and accomplishments that illustrates how you have used these skills.

You should use this format when:

- You have held frequent jobs
- Your employment history has some gaps
- You are changing careers
- Lack relevant experience for the position

# Getting Started

## Components of a Resume

### What's in!

- Personal Information: Name, Address, Phone Number with area code, Email Address
- Work Objective/Profile: State what you wish to accomplish
- Skills and Achievements: List technical and transferable skills
- Work Experience: List in reverse chronological order.
  - Job Title, Company, Dates, Duties and Accomplishments.
  - Use past tense in your action verbs, if you no longer work there.
- Volunteer Work
- Education and Training: list in reverse chronological order, specific diplomas, degrees and training courses taken
- Languages you speak, read or write other than English
- 1 – 2 pages Maximum (1 page preferred)
- Proper alignment – make sure it looks professional by ensuring your bullets match

### What's out?

- **Spelling & Grammatical Errors**
- Avoid using Word Templates – Make yourself stand out
- Use of “I”, “me” or “my” and first person references
- Age, height, weight, marital status, number of children
- Social Insurance Number (SIN)
- References
- Photographs
- Political or Religious Affiliations
- Health
- Availability
- Reasons for leaving past employers
- Salary Expectations
- Abbreviations and Acronyms (not everyone may understand them)

### Optional (If relevant to the job, or have no work experience)

- Membership in professional associations
- Certificates/Awards
- Interests/activities/Hobbies
- Licenses (AZ, DZ)
- On the job training (ie. WHIMIS, CPR)

## Where Do I Start?

*"I want to find a job but I have no work experience.  
What should I do?"*

### **SEARCH YOUR SKILLS!**

Everyone has skills we use every single day and we do not even realize we are using them.

The first thing you have to do when starting to write your resume is self-exploration. To sell yourself to an employer you have to know yourself. Start by listing your strengths and skills you feel will be an asset in the job you are applying for.

Skills fall into two categories – **soft skills** and **hard skills**.

**Soft Skills:** These are personal qualities about yourself that make you the person you are. Soft skills are harder to identify because they are skills you cannot physically see someone doing. Some examples include:

- Reliable
- Enjoy helping people
- Leadership Skills
- Energetic and open minded
- Time Management Skills
- Understanding and compassionate
- Good listener
- Responsible
- Focused and task oriented

**Hard Skills:** These are the skills someone can actually see you doing. Some examples include:

- Computer Skills
- Languages
- Babysitting
- General Labour Skills
- Customer Service Skills
- Newspaper Delivery
- Forklift
- Various Construction Skills (i.e. Electrical, Plumbing)

### **Top Skills & Qualities of the Perfect Candidate**

Communication skills  
(verbal and written)

Honesty/Integrity

Teamwork skills

Strong work ethic

Analytical skills

Flexibility/Adaptability

Interpersonal skills

Motivation/Self Initiative

Computer Skills

Detail Oriented

Organizational Skills

Self-confidence

Well-mannered/Polite

Friendly/Outgoing  
personality

Tactfulness

Creativity

Entrepreneurial skills

Sense of Humour

Source: Job Outlook 2006, National  
Association of Colleges and Employers

## **Personal Qualities**

Personal qualities are the “soft” skills that make you a good candidate for a particular job. By preparing a list of personal qualities, you will be equipped to use them when assessing your ability to perform certain jobs. Personal qualities may be listed on your resume and cover letter, as well as used in an interview when an employer states; ‘Tell me about yourself’

Use the list below to help you select some appropriate personal qualities:

- Hardworking
- Energetic
- Enthusiastic
- Quick Learner
- Thorough
- Patient
- Innovative
- Punctual
- Consistent
- Reliable
- Strong interpersonal skills
- Creative
- Articulate
- Flexible
- Resourceful
- Dedicated
- Self-Motivated
- Work well independently
- Enjoy challenges
- Get along well with others
- Well organized
- Open to new ideas
- Cope well with pressure
- People-oriented
- Compassionate
- Work well as part of a team
- Effective listener
- Focused
- Task-oriented
- Open-minded

## **Soft Skills**

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You may have gained many skills through work experience, volunteering or in school. The important thing to remember is to make it relevant.

The next few pages have a list of different skills you may have developed over your life. **Place a check mark in the box beside any of the skills listed below**

### CUSTOMER SERVICE SKILLS

<p><b>Retail Salesperson/Sales Clerk</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist customers with purchase</li> <li><input type="checkbox"/> Provide information and advice on merchandise</li> <li><input type="checkbox"/> Display merchandise</li> <li><input type="checkbox"/> Inventory control – receiving shipments, pricing, stocking shelves</li> <li><input type="checkbox"/> Knowledge about selected and priced items</li> <li><input type="checkbox"/> Maintain a professional image at all times</li> <li><input type="checkbox"/> Promote products and acquire product knowledge</li> <li><input type="checkbox"/> Complete sales transactions, returns and exchanges</li> <li><input type="checkbox"/> Open and close the store</li> <li><input type="checkbox"/> Complete bank deposits</li> <li><input type="checkbox"/> Deal with conflict and stress in a busy retail environment</li> <li><input type="checkbox"/> Stock shelves</li> <li><input type="checkbox"/> Answer customer inquiries clearly and directly</li> <li><input type="checkbox"/> Handle difficult customers in a patient and professional manner</li> <li><input type="checkbox"/> Effectively handle customer concerns and complaints</li> <li><input type="checkbox"/> Accept diversity among customers and coworkers</li> </ul>	<p><b>Cashier</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish or identify price of goods, services or admission and tabulate total payment required using electronic or other cash register, optical price scanner or other equipment</li> <li><input type="checkbox"/> Wrap or place merchandise in bags</li> <li><input type="checkbox"/> Provide information to customers</li> <li><input type="checkbox"/> Calculate total payments received at end of work shift and reconcile with total sales</li> <li><input type="checkbox"/> Accurately balanced cash with no variances on an ongoing basis</li> </ul>	<p><b>Waiter/Food and Beverage Servers/Food Service</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Greet patrons, make recommendations, answer questions</li> <li><input type="checkbox"/> Take orders and relay to kitchen and bar staff</li> <li><input type="checkbox"/> Serve food and beverages</li> <li><input type="checkbox"/> Prepare and accept billing</li> <li><input type="checkbox"/> Serve beverages and food to customers accurately and efficiently</li> <li><input type="checkbox"/> Handle a large volume of customers in minimal time</li> <li><input type="checkbox"/> Prepare food according to health and safety regulations</li> <li><input type="checkbox"/> Perform hostess duties such as seating customers, general clean up of tables and arrange seating and tables</li> <li><input type="checkbox"/> Maintain positive attitude with individuals who are hard to please</li> <li><input type="checkbox"/> Assist customers in selection of menu items</li> <li><input type="checkbox"/> Ensure customer enjoys a relaxed and comfortable atmosphere by controlling potentially disruptive situations</li> <li><input type="checkbox"/> Work all busy shifts, including special functions</li> <li><input type="checkbox"/> Welcome customers with a smile, seat them and make them feel comfortable</li> <li><input type="checkbox"/> Remain aware of customers needs</li> <li><input type="checkbox"/> Process and balance end of evening accounts</li> <li><input type="checkbox"/> Foster repeat customers by providing quick, well-timed and professional service</li> <li><input type="checkbox"/> Receive deliveries, order stock and rotate fresh food</li> <li><input type="checkbox"/> Prep food items neatly, safely and efficiently</li> <li><input type="checkbox"/> Prioritize duties and manage time efficiently</li> </ul>
<p><b>Telemarketing/Call Centre Customer Service Representative</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sell products to customers over the phone</li> <li><input type="checkbox"/> Record consumer answers to survey</li> <li><input type="checkbox"/> Telephone number of customers in particular time frame</li> <li><input type="checkbox"/> Computerized telephone systems</li> </ul>	<p><b>Grocery Clerks and Shelf Stockers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bag, box purchases for customers and carry to vehicle</li> <li><input type="checkbox"/> Price items</li> <li><input type="checkbox"/> Stock shelves, keep stock clean and in order</li> <li><input type="checkbox"/> Display products</li> <li><input type="checkbox"/> Clean store</li> <li><input type="checkbox"/> Direct customers to products</li> </ul>	<p><b>Service Station Attendants</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Refuel vehicles</li> <li><input type="checkbox"/> Receive payments from customers</li> <li><input type="checkbox"/> Minor services and maintenance tasks</li> <li><input type="checkbox"/> Wash windshields, check fluid levels and air pressure</li> <li><input type="checkbox"/> Lubricate vehicle, change motor oil, antifreeze</li> <li><input type="checkbox"/> Replace parts such as light bulbs, oil filters, windshield wipers, fan belts</li> </ul>

## GENERAL LABOUR

### **Landscaping**

- Spread topsoil/lay sod
- Plant flowers, grass, shrubs and trees
- Construct landscape structures
- Cut and weed grass and gardens
- Rake leaves and lawns
- Fertilize and water lawns
- Prune shrubs and trees
- Conduct minor equipment repairs
- Spray to control insects and weeds
- Adjust, repair, replace and clean equipment parts
- Conduct voltage and resistance tests
- Install sprinkler systems
- Use trimmers, tractors, mowers, shears, chain saws, blowers and cutters
- Shovel ice and snow from sidewalks and doorsteps
- Test and adjust equipment

### **General Labour**

- Experience in painting, colour matching, spot painting, complete paint, body repair, rust repair, fabrication, welding and light frame repair
- Unloading trucks, processing the orders and loading trucks up again for shipments
- Putting stock into bin locations, refilling the picking bins and other storage locations
- Follow specified safety standards and procedures
- Ship and receive products both manually and by computer
- Picked orders and packaged product for shipment
- Use a variety of tools and equipment such as....
- Load and unload merchandise manually, using a pump truck or forklift
- Order and receive materials
- Maintain a balanced flow of inventory
- Work effectively on an assembly or production line
- Prepare and label product for shelving
- Checked that parts were installed promptly and work done to the customers satisfaction
- Adapt to changing work environments
- Move materials, crates, skids, appliances and furniture
- Use pump truck, tow motor, forklift, winches, hand truck
- Check, count, weigh, sort, pack, unpack
- Pick and package products
- Operate conveyors
- Wrap skids
- Clean work area and equipment

## ADMINISTRATION

### **Office Duties**

- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Proficient with MS Office, including MS Word, Excel, and PowerPoint
- Provide general information to clients and the public
- Photocopy and collate documents for distribution, mailing and filing
- Process incoming and outgoing mail, manually or electronically
- Send and receive messages and documents using fax machine or electronic mail
- Order office supplies, service office equipment and arrange for servicing in the case of major repairs
- Schedule and confirm appointments and meetings
- Edit, proofread and finalize documentation
- Set up and maintain filing systems
- Maintain and prepare reports
- Manage customer files, mailing lists and databases
- Set up meetings, prepare agendas and record and transcribe minutes
- File material in drawers, cabinets and storage boxes

### **Data Entry**

- Receive and register invoices, forms, records and other documents for data capture
- Input source data to diskettes, disks and tapes for storage
- Transfer data between different kinds of software
- Verify accuracy and completeness of data

## TRADES

### **Automotive Mechanic/Service Technician/Repairer**

- Inspect motors, road test motor vehicles
- Developed knowledge of automotive parts and repairs
- Adjust, repair, remove or replace parts-brakes, fuel, steering, suspension systems, transmission, engine, cooling systems, exhaust
- Perform scheduled maintenance service – oil changes, lubrications, tune-ups
- Advise customers on work done, repairs needed
- Body repair-hammer out dents, file grind, sand surfaces, apply primers

### **Electricians Assistant / Apprentice**

- Read and interpret drawings, electrical code specifications to determine wiring layout
- Install, repair, replace lighting fixtures, switches, relays, circuit breakers panels
- Connect wires to fixtures to form circuits
- Testy circuits using test equipment to ensure compatibility and safety
- Troubleshoot, isolate faults in electrical and electronic systems
- Connect electrical power to sound and visual communication equipment, heating and cooling systems

### **Carpentry**

- Measure, cut, shape, assemble and join materials made of wood
- Working with variety of woods and wood substitutes
- Woodworking tools such as jointers, sanders, laths, jigsaw, hand tools
- Fit, install items – doors, stairs, mouldinas – usina alue.

### **Welding**

- Spot, ark, gas, welding techniques/equipment
- Brazing, soldering machines
- Operate flame cutting equipment
- Processes – gas tungsten arc (GTAW), gas metal arc (GMAW), flux-zored arc (FAW), plasma arc (PAW) shielded metal arc (SMAW, resistance

### **Plumbing**

- Install, repair, maintain pipes, plumbing fixtures
- Join pipes using couplings, clamps, screws, cement, soldering, welding
- Test pipes for leaks with water, air gauges
- Measure, cut bend pipes
- Cut openings in walls, floors, ceiling for pipes

### **Bakers Assistant/Helper**

- Inventory of goods – check produce, unpack materials needed
- Measure and add ingredients to mixing and grinding machines
- Clean work area and equipment before and after use
- Cake decoration techniques
- Special pastry procedures – fillings, deep frying, icing
- Checking oven temperature, adjusting as necessary

### **Child Care**

- Develop and implement daily activities that support and promote the development of children
- Lead children in activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating



## **OTHER POSSIBLE STUDENT SKILLS**

### **Sports Team Assistance/Coaching**

- Identify strengths and weaknesses of athletes or teams
- Plan, develop and implement training and practice sessions
- Motivate and prepare athletes or teams for competitive events or games
- Assist in running drills and preparing refreshments

### **Baby Sitting**

- Responsible for care of children aged \_\_\_\_\_, while parents were away
- Lead children in activities by telling or reading stories, teaching songs,
- Discuss problems of children with parents.
- Prepared meal and snacks as per parents direction.

### **Computer Skills**

- Knowledge of computer programs
- Demonstrate good typing skills
- Able to research well on the internet

### **ARTS SKILLS**

- Creative ability and talent, as demonstrated by a portfolio of work
- Consult with clients to establish the overall look, graphic elements and content of communications materials in order to meet their needs
- Prepare sketches, layouts and graphic elements of the subjects to be rendered using traditional tools, multimedia software and image processing, layout and design software
- Work in a multidisciplinary environment
- Play one or more instruments as soloists or as members of a musical group before audiences or for recording purposes.

### **Other Skills**

- Presented a project on \_\_\_ to classmates and teacher, which received an A
- Organized fundraiser for \_\_\_\_\_ and ensured participation from other student
- Tutored grade X students in various subjects including...
- Member of \_\_\_\_\_ committee
- Completed 40 hours of volunteer work at \_\_\_\_\_
- Worked with a group of students to develop a project and presentation for...
- Delivered papers door-to-door in all weather conditions
- Approached customers to ask for payment for papers

### **Camp Counsellor**

- Supervise campers
- Plan recreational activities for kids, like arts and crafts, hiking, campfire games, etc.
- Able to work in a team environment.
- Modeled character and good behavior for campers including teamwork responsibility, initiative and sportsmanship.
- Supported campers in their efforts to try new activities and resolve conflicts.

## **STILL DON'T SEE YOUR BACKGROUND**

That's ok. There are so many skills and backgrounds out there; we would have to create an entire book on the subject. Thankfully there are a lot of good books and websites to assist you in finding your skills.

### **Books**

- ◆ What Colour is your Parachute by Richard N. Bolles
- ◆ What's Next - Find the Work that's Right for you – by Dr. Barbara Moses
- ◆ Knock 'em Dead Series – by Martin Yate, CPC

### **Websites**

- ◆ [www.workingincanada.gc.ca](http://www.workingincanada.gc.ca)
- ◆ [www.eresumes.com](http://www.eresumes.com)

## **How to Write your Resume Objective**

Your resume will be first scanned for only a few seconds and your resume objective is the first thing employers will read. Stating an objective can convince employers that you know what you want to do and are familiar with the field. If you include an objective on your resume, it's important to customize the resume objective to match the position you are applying for. The more specific your resume objective is the better chance you have of being considered for the job.

### **Choose an objective**

Make a list of all the jobs or positions that you THINK you'd like to apply for.

Include jobs that call for the skills, qualities and special talents that you have. Include jobs we call "bridge jobs" that would give you a chance to gain experience or learn more skills for even better jobs.

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Choose ONE job from your list above, as your current Objective, and write it again at the bottom of the next page.

## **Here are some examples of clearly written Objectives:**

- Reliable and mature high school student seeking a part-time retail position.
- To obtain a position in the \_\_\_\_\_ field where I can utilize my work experience and education to improve company's operation.
- To obtain a position as a \_\_\_\_\_ in a \_\_\_\_\_ company while continuing my education.
- Seeking a \_\_\_\_\_ position with a company which will require me to utilize my skills, abilities and experience in the \_\_\_\_\_ field to ensure the company's success.
- To gain an understanding of how to provide good customer service and to obtain knowledge of the day-to-day operations of (industry/type of service)
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
- To acquire the understanding of how to offer best customer service and to gain knowledge of daily operations of the company.
- Responsible high school student with authentic love for animals looking for part-time job with a veterinary hospital.

***My Objective for this resume is:***

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## **Resumes: Section by Section**

Each resume will be different, just as each of us are different, but that said there are some “safe bets” as to which sections to place in a resume. They are:

- ◆ **Work Experience**
- ◆ **Education**
- ◆ **Summary of Skills**

### **Education**

- ◆ Were you awarded any scholarships
- ◆ Were you involved in any committees, sports, or extracurricular activities
- ◆ Did you win any awards for study? (i.e. Perfect Attendance, Honour Roll)
- ◆ Did you receive any high grades (A or above), if so what subject, what grade?

### **Volunteer Experience**

- ◆ Have you completed any voluntary work for any organization or company? (i.e. church, mosque, synagogue, school, community service or charitable organization)

### **Work Experience**

- ◆ How long have you spent within an industry? (i.e. Twelve years experience within the fashion industry)
- ◆ Was extra authority awarded to you after a period of time within a role? It is not necessary that these responsibilities awarded should change your job title
- ◆ Have you been asked to participate in trainee programs, management development courses, or self-development
- ◆ Have you been promoted in a role?
- ◆ Have you been asked to take part in any special projects outside of your job
- ◆ Have you ever received positive feedback from a customer, manager, or other individual for your work?

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## **Functional Resume**

**Your Name**  
**Address, City/Town, Province**  
**Phone Number**  
**E-mail (optional)**

**OBJECTIVE:** What position are you applying for, what industry

**HIGHLIGHTS OF QUALIFICATIONS:** - This section may include:

- Technical Skills (machinery, computers, equipment, etc.)
- Transferable Skills (communication, teamwork, organization, problem-solving, ability to learn quickly, etc.)
- Personal Qualities (hard-working, reliable, motivated, adaptable, etc.)
- Bonus Information (able to work shifts, driver's licenses, own transportation, etc.)

### **RELATED SKILLS – REMEMBER KEEP THE SKILLS RELEVANT**

**Skill Heading 1** (E.g. Customer Service, General Labour, Computer, Administration, Technical, etc)

- Point form Information about how you have demonstrated this skill in the past using examples from your work, volunteer, educational history
- This is a good opportunity to use action statements to describe work duties and significant accomplishments

**Skill Heading 2** (continue listing skill groups until you have covered all that you want to)

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### **Work/Volunteer Experience:**

Job Title 1, Company Name, City; /Town, Province

Job Title 2, Company Name, City/Town, Province

(Repeat this for WORK/VOLUNTEER HISTORY until you have covered the jobs you want to include)

### **Education:**

School, City/Town, Province

### **Achievements:**

Accomplishment, awards and certifications

### **Interested & Activities**

This section is optional, but gives the employer ideas of what you are like outside of work is a good conversation piece, but keep it short and simple and try to keep your activities related to your job objective.

**Name** \_\_\_\_\_ (Size 14 font and Bold)  
Address \_\_\_\_\_  
City, Province, Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**OBJECTIVE:** \_\_\_\_\_

**Profile:** *(list 4-5 points to describe your key qualities that would appeal to an employer)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SUMMARY OF SKILLS:**

**Skill Title** \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Skill Title** \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**WORK/VOLUNTEER EXPERIENCE:**

\_\_\_\_\_ Company Name \_\_\_\_\_ From - To \_\_\_\_\_

\_\_\_\_\_ Company Name \_\_\_\_\_ From - To \_\_\_\_\_

\_\_\_\_\_ Company Name \_\_\_\_\_ From - To \_\_\_\_\_

**EDUCATION:**

\_\_\_\_\_ School Name \_\_\_\_\_ From - To \_\_\_\_\_

**ACHIEVEMENTS:** \_\_\_\_\_

**INTERESTED & ACTIVITIES:** \_\_\_\_\_

References Available on Request

## References

You may have noticed that at the end of each resume sample or template is the statement "REFERENCES AVAILABLE UPON REQUEST." You may be asking what exactly references are? References are people who the employer can call to find out more about you. These are people that you know well and are going to say great things about you. References should be professional, not personal.

Here is a list of potential references

- Former employers
- Private employers (parent of child you tutored or baby sat etc.)
- Friends of the family
- Coaches
- Teachers, teacher assistants
- Supervisor of organization where you volunteered
- Professional people who know you (I.e. Doctors, Lawyers, Elected Officials)
- Clergy (Priests, Rabbis, Imams, and other heads of Religious organizations)

Make sure that before you list a reference you have that person's permission. Let them decide what information they would like you to give out to employers. Contact your references when you start applying to let them know they may be receiving calls over the next few months.

Note:

- Do NOT use family members
- Always have two or three references available
- References should be on a separate page from your resume and given at the interview or when the requested from the employer



## The Resume Do's and Don'ts

### DO'S:

- Always be honest
- Your strong points should always go first
- Emphasize positives – call attention to your strengths
- Must be error free and easy to read
- Leave lots of white space
- Use white, grey, or cream high quality paper
- Print copies of your resume from a high quality photocopier or printer
- Keep your layout consistent throughout

### Don'ts:

- Use colored or cheap paper
- Fill entire page with text
- Use “I”
- Use short forms
- Put references on your resume
- Your resume should not be more than two pages



## What Goes Where In A Cover Letter?

Your Name  
Your Address  
City, Province, Postal Code  
Your Phone Number

Date that you are sending the letter

Employer's Name  
Employer's Job Title  
Company Name  
Address  
City, Province, Postal Code

Dear *Mr. or Ms. Employer's Surame,*

Introduction: Tell the employer why you are writing. What position are you applying for? How did you hear about the position? What interests you about the company?

Body: Why should the employer hire you? What skills do you have that are related to the job? What related experience do you have? Include your volunteer and education experience. If you have a job posting for the position be sure to include any skills that you have that are specifically mention in the ad.

Closing: Be sure to thank the employer for their time. Let them know that you are interested in meeting with them. Be sure to end on a positive note. Include your phone number.

Sincerely

*Your Signature*

Your Name

Enclosure: Resume

## Example Cover Letter

Clifford Banks  
123 Fake St  
Pickering, ON L1V 1G5  
905-999-5555

October 22, 2009

Nancy Lulu  
Hiring Manager  
Sims Music Store  
123 Long St  
Toronto, ON M16 3H7

Dear Ms. Lulu,

I am writing to you today to show my interest in the Customer Sales position within your company. I saw the opportunity in the Toronto Star on Monday October 19, 2009. Your company interests me in many ways such as working directly with customers and providing quality Discs, Records and DVDs.

I feel like I would be a great asset to your company. The skills that I can provide are great computer skills. I am very personable and work well with others and under pressure, I have a wide experience with music and the music industry. I am currently enrolled in post secondary in the Music Business/Management program which will be coming to a close this year. I also have interned at a local radio station to enhance my music knowledge.

Thank you for taking the time to read over my cover letter and resume. I would like to hear back from you at your most convenient time. If you have any questions or concerns please don't hesitate to reach me at (416) 991-1234.

Sincerely

*Clifford Banks*

Clifford Banks

Enclosure: Resume