



# Getting a Job

## Writing A Resume

A resume is a summary of who you are, what you have done, and what you can do. You need a resume to apply to most jobs.

### ***Self-Assessment***

Before writing a resume, think about yourself, your past experiences, and your skills. To start, write out all your past activities. This might include your education, past jobs, volunteer, or community work. Even if it was a small or short activity, you should still write it down. You will decide what to include on your resume later. As well, write down what you did or learned at those activities. For example, a cashier provided customer service, and worked in a fast-paced environment.

You can get started in this table:

<b>Activity</b>	<b>Dates</b>	<b>Responsibilities and Skills Learned</b>



Next, write out your skills. For example, are you good at talking to people? Do you like using computers? Do you have any technical skills or certifications? Do you speak any other languages? These are important to include on a resume. Writing down your skills can also help you pick what type of jobs you want to apply for.

My Skills:

- 
- 
- 

### ***Job Assessment***

Before writing your resume it's helpful to know what job or types of jobs you want to apply for. This will help you write a specific resume. Read the job posting(s). Find what they are looking for in an employee and try to write how you show those qualities. Look for keywords in the job posting and include them in your resume in a natural way.

For example, here is a job posting for a recreation service attendant.

**QUALIFICATIONS:**

**Education/Experience:**

- Minimum Grade 11 education
- An ability to communicate tactfully and effectively with the public
- Experience in handling money and the ability to operate automated/computerized equipment is required
- Some post secondary education and/or experience in business, recreation, sports or fitness is an asset

If wanted to apply for this job, you would want to include most of these skills in your resume. Do you have experience with the public? Have you ever worked with money or used computerized equipment? Add these experiences to your resume to show you meet the qualifications.

### ***Resume Format***



There are two main types of resume formats.

The first type is chronological. This format is best if you have significant work experience in the same field. For this resume, you write your experiences in sections. In the sections, you list experiences from most recent to least recent. Here are some example sections.

- **Personal information:** your name and contact information
- **Objective:** a brief paragraph that summarizes your skills
- **Education:** information about your schools and what you have studied
- **Experience:** any relevance from your past
- **Skills:** where you list your abilities
- **Optional sections:** such as languages, interests, and hobbies

The second type of resume is a functional resume. On this resume, you group your skills by job function or expertise and then list your jobs near the bottom. A functional resume is often used if you have been unemployed, have breaks in employment, or are switching to a different type of jobs. Here are the typical sections of a functional resume.

- **Personal information:** your name and contact information
- **Summary or objective:** a short job objective or summary of important personal characteristics
- **Essential skills:** use this section to relate your current skill set to the job you're applying for. Sample skills include personal skills, transferable skills, and job-related skills.
- **Education:** information about your schools and what you have studied
- **Professional experience:** include a list of job titles and company names from most recent to least recent. You don't need to include job duties or skills because you already included these.

We have included samples of both types of resumes.

### ***Other Resume Tips***



**Be concise.** Keep your resume short and clear. An employer usually only looks at a resume for 30 seconds. You don't want them to have to search for why you should get a job. Your resume should not be more than 2 pages.

**Use Action Words.** The items on your resume should be accomplishment-based. Show how you added value, not just your tasks or duties. Ask yourself, what do I want the employer to know about me based on this experience? For example, served the customers coffee could become → communicated professionally with members of the public, provided excellent customer service, maintained high order accuracy.

**Be selective.** You don't have to include everything. Focus your application on how your skills and experience fit the role you are applying to. Don't simply write a list of job duties from your job description.

**Keep it current.** It is a good idea to review and update your resume for every job you apply for as your skills, knowledge and experience expand.

**Be honest and accurate.** False statements hurt more than help.

**Proofread and pay attention to detail.** Be sure there are no spelling or grammar mistakes. Review your resume at different times with rest periods in between readings. Have someone else read it over as well. A simple spelling mistake on a resume can give a negative impression to the employer. It can even prevent you from getting the job.

**Follow the application instructions.** If the ad has asked for you to provide a reference or Job ID or other specific information, make sure that you include them. Be sure that you apply by the closing date.

**Format your application.** Prepare your application within the two-page suggested limit. Use a simple, easy-to-read font such as Arial or Times New Roman in size 10 – 12. Set your margins to 1 inch (2.54cm).

**Be professional.** Use professional language in your resume.

**Use a skills summary.** Provide a concise overview of your qualifications as they relate to the job you applied for.



# Resume Samples



## Resume Guide

### ***Chronological Resume Outline***

#### **Full Name**

City, Province  
Phone Number, Email address  
LinkedIn URL (optional)

#### **Career Objective**

In this section, highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills/qualities make you the best candidate. Always make sure that this is customized for each position.

#### **Education**

##### **Title of Degree**

Lakehead University

- Courses (include only the ones that are relevant to the position)
- Title of Thesis/Special Projects (include only if relevant to the position)
- Scholarships, Awards, Dean's List, GPA (only include if it's above 3.0)

**20xx – Present**  
Thunder Bay, ON

Include additional post-secondary credentials (college diploma) in the same format. Do not include your high school diploma, because this is necessary to be enrolled in university. Education should be listed with your most recent program first.

#### **Work Experience**

List current and previous positions in reverse chronological order (i.e. start with most recent and work backwards).

##### **Title of Position**

Name of Company/Organization

**20xx – Present**  
City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

##### **Key Contributions**

In this section, use action verbs and describe your past accomplishments with numbers.

- Successfully collaborated with \_\_\_\_ coworkers achieving \_\_\_\_
- Effectively trained \_\_\_\_ employees, resulting in \_\_\_\_
- Skillfully coordinated \_\_\_\_ projects, which resulted in \_\_\_\_



# Resume Guide

**Title of Position**

Name of Company/Organization

**20xx – 20xx**

City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

Key Contributions

In this section, use action verbs and describe your past contributions/accomplishments with numbers.

- Thoroughly researched \_\_\_\_ and applied findings resulting in \_\_\_\_\_
- Applied exemplary attention-to-detail, resulting in \_\_\_\_\_
- Surveyed stakeholders, resulting in \_\_\_\_\_

**Volunteer Experience** (can also be titled, Extracurricular Experience)

Volunteer experience can develop non-technical skills which are in high demand by employers. These include: communication, teamwork, interpersonal skills, organization, and leadership. Make sure to highlight these skills, if you've used them volunteer positions. Follow the work experience format listed above for your volunteer experience.

**Awards**

List past awards you have received. These can come from academics, sports, music, dance, volunteer work, employment, or any other relevant area. Describe who provided the award, why you received the award, as well as any tangible numbers that provide context.

**Name of Award**

Name of Company/Organization

**Year Awarded**

- Awarded in recognition for achieving \_\_\_\_\_
- One of only \_\_\_\_ who received this award.

**Professional Development/Certifications/Associations**

Include any information that can fall under this heading. For example, conferences you've presented at or attended, professional certifications or courses, and/or associations in which you are a member. Include the name of the conference/certification/association, the organization who offered it, as well as the date and location.



# Resume Guide

## Functional Resume Outline

### Full Name

City, Province  
Phone Number, Email address  
LinkedIn URL (optional)

### Career Objective

In this section, highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills/qualities make you the best candidate. Always make sure that this is customized for each position.

### Education

#### Title of Degree

Lakehead University

**20xx – Present**

Thunder Bay, ON

- Courses (include only the ones that are relevant to the position)
- Title of Thesis/Special Projects (include only if relevant to the position)
- Scholarships, Awards, Dean’s List, GPA (only include if it’s above 3.0)

Include additional post-secondary credentials (college diploma) in the same format. Do not include your high school diploma, because this a requirement to be enrolled in university. Education should be listed with your most recent program first.

### Skills and Experience

In a functional resume, you highlight your skills, accomplishments and experiences under specific headings, such as communication, analytical skills, technical skills, leadership skills, etc. Use action verbs to describe how your skills have led to tangible results. To determine which skills to highlight, consider the employer’s needs first. You can compile your experience from paid positions, volunteer work or academics.

#### Teamwork Skills

- Successfully collaborated with \_\_\_\_ coworkers achieving \_\_\_\_
- Effectively trained \_\_\_\_ employees, resulting in \_\_\_\_
- Skillfully coordinated \_\_\_\_ projects, which resulted in \_\_\_\_

#### Research Skills

- Thoroughly researched \_\_\_\_ resulting in \_\_\_\_
- Applied exemplary attention-to-detail while analyzing results, resulting in \_\_\_\_
- Accurately surveyed and reported customer behaviour, resulting in \_\_\_\_



# Resume Guide

## Organizational Skills

- Ensured successful coordination of \_\_\_\_\_ resulting in \_\_\_\_\_
- Effectively implemented \_\_\_\_\_ program \_\_\_\_\_ resulting in \_\_\_\_\_
- Maintained organization of day-to-day operations resulting in \_\_\_\_\_

## Work Experience

List current and previous positions. Since you have already listed your skills and accomplishments under headings, you do not need to repeat those skills in your work experience. Follow the below format.

### Title of Position

**20xx – Present**

Name of Company/Organization

City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

### Title of Position

**20xx – 20xx**

Name of Company/Organization

City, Province/Country

Describe who you reported to and the scope of your specific responsibilities. This description should be between 2-5 sentences. Ensure your writing is clear, succinct, and professional.

## Volunteer Experience (can also be titled, Extracurricular Experience)

Volunteer experience can provide additional skills which are in high demand by employers. For example, communication, teamwork, interpersonal, organization, leadership, etc. Make sure to highlight the skills you've used in volunteer positions. Follow the work experience format listed above for your volunteer experience.

## Awards

List past awards you have received. These can come from academics, sports, music, dance, volunteer work, employment, or any other relevant area. Describe who provided the award, why you received the award, as well as any tangible numbers that provide context.

### Name of the Award

**Date Awarded**

Name of Company/Organization

- In recognition for achieving \_\_\_\_\_
- One of only \_\_\_\_\_ who received this award.

## Professional Development/Certifications/Associations

Include any information that can fall under this heading. For example, conferences you've presented at or attended, professional certifications or courses, and/or associations in which you are a member. Include the name of the conference/certification/association, the organization who offered it, as well as the date and location.



## 6 Resources For Finding a Job

### ***1. Northwest Employment Works***

Northwest Employment Works offers many programs and services to help job seekers. Their Community Employment Resources Centres offer FREE in-person and virtual services including:

- computers with internet access for job search
- job postings by local employers
- labour market information
- information on training and upgrading
- fax, photocopier, phone
- help making or editing a resume
- information on Second Career and Apprenticeship
- workshops on a variety of employment related topics
- daily newspaper
- referral services to programs for further employment supports

To contact or visit Northwest Employment Works:

#### **Address:**

Sibley Hall  
960 William Street  
Confederation College  
Thunder Bay, ON  
P7B 6Z8

**Hours:** Monday - Friday from 8:30 am - 4:30 pm

**Phone:** (807) 473-3829

**Email:** [new@confederationcollege.ca](mailto:new@confederationcollege.ca)

**Website:** <https://www.northwestworks.ca/>



## **2. Government of Canada Job Bank**

Job Bank is a tool from the Government of Canada with lists of jobs and job-related resources. Find it online at <https://www.jobbank.gc.ca/home>

Their website also has a resume builder, job search advice, career planning resources, and more!

## **3. YES Employment Services (Thunder Bay)**

YES is another job support resource offering FREE:

- Resources and information for job seekers
- Individualized job search and career planning assistance from experienced employment counsellors.
- Job matching, placement, and job retention and training support

Their website also has a job bank with a list of open jobs at <https://yesjobsnow.com/job-bank/>

YES Services are available in-person or virtually.

### **Address:**

YES Employment Services  
1116 Waterford Street  
Thunder Bay, ON P7B 5R1

**Phone:** [807.623.0768](tel:807.623.0768)

**Email:** [resource@yesjobsnow.com](mailto:resource@yesjobsnow.com)

**Website:** <https://yesjobsnow.com/>

## **4. Anishinabek Employment and Training Services (AETS)**

The Anishinabek Employment and Training Services provides guided education and training pathways. They are working towards inclusive job opportunities that are respectful of culture.



Their job seeker services include:

### *Career Planning*

The AETS Resource Centre and Staff are available from Monday to Friday between 9:30 am and 4:30 pm. They can help with preparing resumes and cover, job applications, and other job search tools. They have computers with internet access for you to search online for jobs.

The AETS resources centre also offers:

- Telephone use for Job Search
- Faxing, Copying, Printing for Job Search
- Internal job posting bulletin board
- Online job posting board at <https://www.aets.org/job-opportunities>

### *Continuing Education Assistance*

- Ontario Secondary School Diploma Credits
- High School Prior Learning Assessment & Recognition

The on-site High School Teacher can help. You can schedule the teacher by calling 807-346-0307 or emailing [aets@aets.org](mailto:aets@aets.org).

### *Employment Advising*

An Employment Officer can be scheduled by calling at 807-346-0307 or via email at [aets@aets.org](mailto:aets@aets.org). They can:

- Provide guidance, assessment, and career planning services
- Offer training initiatives and/or courses
- Offer job development support including job and life skill workshops

### *Elder in Residence Support*

AETS has a weekly rotation of Elders from each of the nine AETS First Nation communities. The Elder in Residence offers support and guidance for clients continuing their education and training. The Elder in Residence also supports your personal growth. The Elder role also includes offering teachings for clients, staff, and others that:



- Enhance the Cultural Perspective
- Build Relationships with both the Indigenous and Non-Indigenous Community
- Promote Awareness of Culture and Traditions
- Address Social and Cultural Issues
- Provide a Mentor/Role Model
- Promote Harmony

An Elder in Residence can be scheduled by calling 807-346-0307 or via email at [aets@aets.org](mailto:aets@aets.org).

The AETS is located at 285 Red River Road, Thunder Bay, Ontario, P7B 1A9

## **5. PARO Centre for Women's Enterprise**

PARO Centre for Women's Enterprise supports Ontario women in business. They have services and programs for starting a business, business growth and networking.

More information can be found on their website: <https://paro.ca/> or by calling (807)-625-0328 or 1-800-584-0252 (toll-free).

## **6. Job Boards**

The following websites have lists of open jobs in and around Thunder Bay:

Northwest Employment Services - <https://www.northwestworks.ca/job-bank>

Government of Canada Job Board - <https://www.jobbank.gc.ca/home>

YES Employment Services - <https://yesjobsnow.com/job-bank/>

Anishinabek Employment and Training Services - <https://www.aets.org/job-opportunities>

Thunder Bay Job Line - <http://www.tbayjobline.com/categories>

North Superior Workforce Planning Board - <https://www.nswpb.ca/jobs/>