Resume Tips & Example

Writing resumes can be difficult. It is even more difficult when you are making a resume in a different language. There are many ways to write and format a resume. This is just one example with some helpful tips to help you get started. In some industries, there may be a specific format required, so do your research and see if the type of job you are applying for requires adjustments or a special format.

Remember, resumes should usually be one to two pages long. It is important to know what to include and what to leave out. There are details often included or even necessary to put on resumes in some countries that should definitely *not* be included on resumes in North America. Do not include your age, religion, marital status, gender, sexual orientation, ethnicity, or a photo, unless any of this information is requested in the job posting and relevant to the particular job you are applying for. There are exceptions to these rules. For instance, actors do include photos and other details about their appearance on their resumes. Once you finish writing your resume, don’t forget to check your spelling and grammar. Don’t just check for mistakes, but also check to make sure you keep the same tone and style of language throughout. Make sure you don’t have any sentences that suddenly sound informal in the middle of a professional resume.

If you are applying for a job in North America and you live in another part of the world, you will need to keep in mind that the USA and Canada use differently-sized paper than Europe and much of the rest of the world. The paper normally used in North America is called “Letter”-sized paper, which is 8.5”x11” (in inches). This is wider and shorter than the A4-sized paper generally used in Europe and much of the rest of the word. This means that if you use a word processor like Microsoft Word and leave the paper size set to the correct size for your country and it is printed in North America, the layout will be messed up! So make sure you set the correct paper size in your word processor to match the common paper size in the country you are sending your resume to. The attached document is set to North American “Letter” size.

Below you will find more tips about each part of the resume, and then a complete example of a basic resume for a low-level job. Do not copy the resume exactly. It is obvious to an employer when a resume is not your own. You will not get the job you want if you copy someone else’s resume.

**First and Last Name**

**Address (Optional)**

**Telephone Number including country and area code**

[**example@example.com**](mailto:example@example.com)

**(DO NOT include photos, date of birth, marital status, religion, age)**

**Certifications and Skills**

This section is optional. It can also come at the end of your resume. In this section, you can list languages you speak, certifications, training and specific skills, for example:

* Proficient in Adobe Photoshop

**Education**

Put your most recent diploma here or any education relevant to the job. If you have a college diploma or university degree, it is not necessary to include your high school.

Degree/diploma Start Date – End Date

Specialization or Major

University name, City

(optional: highlights or awards)

**Employment Experience**

You do not need to include all your jobs. Choose the most recent or relevant.

**Most recent job title** Start Date – End Date

**Company name**

City, State or Province, Country

* Verb (Do not use a subject. Start with a verb in the simple present tense for your current job or simple past tense for past jobs) + what you did, your accomplishments, or successes
* Example: Presented the newest line of running shoes at a recent trade show.

Next most recent job title Start Date – End Date

Company name

City, State or Province, Country

* Verb + what you did
* Verb + what you did

**Volunteer Experience**

Volunteer experience is an optional section of a resume

Most recent volunteer position Start Date – End Date

Company name

City, State or Province, Country

* Verb + what you did
* Verb + what you did
* Verb + what you did

**Emma Depp-Dicaprio**

**(555) 555-5555**

[**example@example.com**](mailto:example@example.com)

**Certifications and Skills**

* Proficient in Microsoft Office and social media management
* Completed training in Workplace Hazardous Materials Information System
* Class AZ Driver’s License
* Standard First Aid + CPR
* Advanced English and Advanced Korean (written, spoken)

**Education**

**Bachelor of Science** Sep 2006 –June 2010

**Chemistry**

King’s University

Sydney, Australia

**Employment Experience**

**STORE CLERK** April 2017 – Present

Best Value Store

Toronto, Canada

* Enhanced customer experience by informing customers on current promotions and won the Customer Service Award
* Provided efficient cashier services during busiest times of the year
* Prepared business invoices and updated a computerized database
* Consistently handled guest complaints and inquiries in a timely manner

**GENERAL LABOURER** April 2014 – April 2015

ABC Self Storage

Moscow, Russia

* Shoveled snow on sidewalks and walkways of a large industrial lot
* Operated a snow blower and leaf blower
* Salted sidewalks and walkways to prevent ice build-up

ADMINISTRATIVE ASSISTANT Sep 2010 – Dec 2013

Bright Smile Dental Clinic

Miami, Florida, USA

* Answered telephone calls and scheduled appointments
* Reorganized patient charts to reduce filing time