

## Resume Types

<b>Resume Type</b>	<b>Overview</b>	<b>Advantages</b>	<b>Disadvantages</b>
Chronological	Captures all potentially useful resume information	Good for strong, consistent work history	Highlights gaps/job hopping
Combination	Allows you to sort/highlight skills and offers chronological detail; is the most widely used style	Can help those with limited work experience to highlight skills first	Gaps in work history/job hopping/transitions are still apparent in the work history section of the resume
Functional	Highlights strengths and hides weaknesses	Incorporates unpaid experience; downplays employment gaps due to project/contract work	Employers may distrust these/can backfire

Source: Manitoba Career Development

# Chronological Resume Example

## Joe Stewart

489 Toronto Street, Barrie ON, L4M 1X4  
(705) 726-5548 • jstewart@gmail.com

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**Objective:** To obtain full-time employment within the automotive field as an Inspector.

## Profile

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- Strong technical skills with over 10 years working in the automotive industry
- Excellent writing and oral communication skills
- Enjoy working with people of all ages as part of a team
- Able to work with limited supervision under tight deadlines
- Hard worker, loyal, willing to learn new skills and responsibilities

## Work Experience

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### Chief Safety Inspector 2023

*XYZ Transportation, Barrie ON*

- Performed three different types of inspections including non-cosmetic, cosmetic, and safety inspections
- Ensured the standards of the Police and aviation department were adhered to
- Increased the company's vehicle inspections success score from 60% to 98.8%

### Service Manager 2014 – 2022

*ABC Automotive, Barrie ON*

- Completed Safety inspections and troubleshooting of vehicles to ensure police standards were met
- Prepared customer's bills, ordered supplies, and monitored inventory
- Managed employees to ensure that they were performing duties correctly and meeting company standards

### Service Manager 2009 – 2014

*Travelrite Automotive, Toronto ON*

- Responsible for 1500 vehicles, monitored safety, and maintenance requirements
- Handled complaints from customers

## Education and Training

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### Modern Automotive Technology 2009

*Georgian College, Barrie ON*

**References Available Upon Request**

# Combination Resume Example

## Steve Smith

89 Carolina Avenue, Barrie, ON, L4M 6X9  
(705) 245-1234 • stevesmith89@gmail.com

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**Objective:** To obtain full-time employment in an accounting position where I can utilize my skills and experience to aide in the success of the organization.

### Profile

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- Over 2 years of experience in the field of accounts receivable
- Received award for excellence in accounting through CTS Canadian Career College
- Work well independently as well as in a team setting
- Excellent problem solver with the ability to take on new tasks and responsibilities
- Punctual, reliable, hardworking, and well organized

### Relevant Skills

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#### Accounting

- Accurately posted account changes and incidentals accrued by clients
- Balanced all daily book work and set computer systems up for next business day
- Maintained accurate and up to date accounting records both manually and in the computer system
- Posted and reconciled all monies received to accounts outstanding
- Accessed computerized financial information to answer questions related to specific accounts

### Relevant Work Experience

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#### Trainer

2021 – 2023

*XYZ Financial Planning, Barrie ON*

- Trained new sales representatives in presentation techniques and closing methods
- Offered assistance with objections from clients, helped find appropriate solutions
- Showed professional completion of paperwork involved ensuring accuracy and completeness

#### Night Auditor/Accounts Receivables

2019 - 2021

*Holiday Inn, Barrie ON*

- Handled customer inquiries over the phone and in person
- Matched purchase orders with invoices and recorded the necessary information
- Reviewed files, records, and other documents to obtain information and respond to requests

### Education

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#### Honours Diploma in Accounting

2017

*CTS Canadian Career College, Barrie ON*

# Functional Resume Example

**Jennifer Meyer**

125 Park Place, Brandon, MB T1K 5X7 (204)123-4567 | jennifer22@email.ca

## OBJECTIVE

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Assistant Network Administrator position

## HIGHLIGHTS OF QUALIFICATIONS

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- Recognized by Practicum Supervisor as “an exceptionally hard-working individual”
- Received Woodward Secondary Peer-Tutor of the Year award
- Promoted to management within service industry for superior communication skills

## SUMMARY OF RELEVANT SKILLS

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### *Technical Skills*

- Evaluated technology features to enhance business communication and productivity
- Installed network based servers (e.g. Windows and Linux)
- Supported clients to solve technical problems and improve technical performance
- Maintained servers with zero downtime for computer users during business hours
- Installed computer hardware, networking software, and operating systems

### *Customer Service*

- Demonstrated excellent judgement, responsibility, and leadership
- Recognized for providing quality service to numerous customers at once
- Improved customer satisfaction by dealing effectively with stressful situations
- Used initiative to develop and maintain a large customer database

### *Managerial and Organizational Skills*

- Maintained weekly schedule for 40+ employees
- Coordinated flow of information internally within and between departments
- Calculated billing charges and recorded billing information
- Assembled data and prepared reports, manuals, and correspondence
- Strong attention to detail

## RELEVANT EXPERIENCE

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- Assistant Network Systems Technician for a medium-sized business (two-month practicum)
- Four years customer service experience

## EDUCATION

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- Diploma, Computer Systems Technology, Assiniboine Community College 20XX
- High school diploma, Woodward Secondary School 20XX

**References Available Upon Request**

## My Experience Inventory

Job Title: Parent Volunteer
Employer, Location: Johnson Street Public School, Barrie ON
Dates: 2012 - Present
Duties/Tasks <ul style="list-style-type: none"><li>• Work with students one-to-one to support reading and math activities</li><li>• Assist with fundraising events</li><li>• Prepare for student-teacher interviews</li><li>• Attend and monitor children on field trips</li><li>• Coach indoor co-ed soccer for primary grades</li></ul>
Accomplishments: <ul style="list-style-type: none"><li>• Coached primary co-ed soccer to win intramural championships three years in a row</li></ul>
Job Title:
Employer, Location:
Dates:
Duties/Tasks
Accomplishments:

## **My Experience Inventory Continued...**

Job Title:
Employer, Location:
Dates:
Duties/Tasks
Accomplishments:

Job Title:
Employer, Location:
Dates:
Duties/Tasks
Accomplishments:

## Action Verb List

<b>Accepting</b>	Accepted Adopted Received		<b>Accomplishing</b>	Accomplished Achieved Advanced Attained Championed Earned	Excelled Promoted Succeeded Surpassed Won
<b>Administering</b>	Activated Actualized Administered Applied Executed	Implemented Initiated Initialized	<b>Advertising</b>	Advertised Brokered Displayed Exhibited Lobbied Marketed	Merchandised Positioned Publicized Sold Solicited
<b>Affecting</b>	Impacted Affected Effected		<b>Arranging</b>	Arranged Assembled Built Compiled	Constructed Joined Merged
<b>Authorizing</b>	Approved Authorized Awarded Certified Commended Elected	Nominated Recommended Recognized Referred Sponsored	<b>Buying</b>	Bid Bought Funded Invested Leased	Ordered Procured Purchased Requisitioned
<b>Calculating</b>	Accounted Audited Balanced Budgeted Calculated Computed Credited Detailed Documented Estimated Inventoried Measured	Posted Reconciled Recorded Registered Reimbursed Scanned Screened Selected Tabulated Tracked Validated Verified	<b>Cataloguing</b>	Catalogued Categorized Charted Coded Correlated Indexed Logged	Mapped Ranked Rated Related Rendered Specialized Specified
<b>Collecting</b>	Collected Intercepted Reclaimed	Recovered Retained Retrieved	<b>Combining</b>	Assimilated Attached Collaborated Combined Included	Incorporated Integrated Linked Networked
<b>Communicating</b>	Communicated Considered Dialogued Discussed	Interacted Responded Translated	<b>Consolidating</b>		

<b>Consulting</b>	Advertised Advocated Affirmed Consulted	Counseled Helped Prescribed	<b>Delivering</b>	Delivered Dispatched Dispensed Dispersed Distributed	Forwarded Outsourced Routed Sent Transferred
<b>Describing</b>	Elaborated Explained Defined	Described Illustrated	<b>Designating</b>	Appointing Assigning Delegating	Designated Issued Notified
<b>Designing</b>	Created Conceived Conceptualized Configured Designed Developed Devised Engineered Established Fabricated Formed	Founded Generated Innovated Installed Invented Modeled Moulded Originated Programmed Rendered Styled	<b>Determining</b>	Identified Detected Determined	Discovered Decided Pinpointed
<b>Educating</b>	Coached Cross-trained Debriefed Demonstrated Educated Enlightened Illustrated Informed	Instructed Lectured Mentored Proved Retrained Showed Taught Trained	<b>Enhancing</b>	Accelerated Adapted Adjusted Altered Augmented Automated Centralized Changed Converted Corrected Energized Enhanced Expedited Improved Modernized Modified Normalized Overhauled Perfected	Recycled Redesigned Reengineered Reinforced Remodeled Renewed Reorganized Repaired Replaced Replenished Restored Restructured Retooled Returned Revamped Revised Revitalized Rewired Simplified



<b>Ensuring</b>	Ensured Guaranteed Insured		<b>Evaluating</b>	Analyzed Appraised Ascertained Assessed	Graded Impacted Inspected Investigated
<b>Finalizing</b>	Closed Completed Finalized Finished Formalized Furnished Operated Performed	Prepared Processed Produced Provided Submitted Supplied Terminated Transacted	<b>Increasing</b>	Expanded Diversified Enlarged	Grew Increased Syndicated
<b>Influencing</b>	Encouraged Engaged Entertained Influenced Inspired	Interested Involved Motivated Persuaded	<b>Learning</b>	Understood Construed Familiarized Interpreted	Learned Mastered Practices
<b>Managing</b>	Acted Allocated Assumed Chaired Co-managed Conducted Controlled Directed Enforced Exercised Guided	Healed Held Led Maintained Managed Manipulated Monitored Oversaw Presided Regulated Supervised	<b>Mediating</b>	Arbitrated Challenged Conciliated Concurred Confronted Contracted	Mediated Negotiated Proposed Reasoned Renegotiated Subcontracted
<b>Narrating</b>	Spoke Addressed Announced Moderated	Narrated Presented Quoted Reported	<b>Obtaining</b>	Accrued Accumulated Acquired Brought	Captured Obtained Recaptured
<b>Preventing</b>	Circumvented Deferred Deflected	Pre-empted Prevented	<b>Projecting</b>	Anticipated Forecast Perceived	Predicted Projected
<b>Recruiting</b>	Employed Hired Enlisted Interviewed	Recruited Rehired Staffed	<b>Resolving</b>	Neutralized Resolved Treated	Troubleshoot Turned
<b>Scheduling</b>	Co-ordinated Contributed Co-operated Dealt	Facilitated Followed Participated	<b>Serving</b>	Accommodated Assisted Enabled	Served Supported

<b>Sorting</b>	Organized Grouped Planned	Sorted Strategized Structured	<b>Sourcing</b>	Found Located	Sourced Traced
<b>Transitioning</b>	Drove Emerged Moved Navigated	Pushed Relocated Returned Transitioned	<b>Upgrading</b>	Strengthened Transformed	Updated Upgraded
<b>Utilizing</b>	Used Exploited Utilized		<b>Writing</b>	Authored Composed Corresponded	Edited Published Transcribed

Source: Manitoba Career Development

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## Tips for Targeting Your Resume

1. Customize your resume with a specific job in mind
  - Highlight your fit for the Job
2. Ensure all information is relevant
  - For each item, ask yourself “Will the reader want to know this?”
3. Organize additional information in priority order
  - Put most relevant information near the top
4. To find information to help target your resume consider:
  - Job advertisement
  - Company website
  - Human Resources Department
  - Annual reports

### **Remember:**

Don't include experiences from too far back. Normally items more than 10-15 years ago wouldn't be included on a resume. However it may be necessary to include older work experience if linking skills to those previous positions or if you want to show a long history in a specific job or field.

# Resume Headings

## **Name/Contact Information**

- Include your name, address, phone number(s) and/or email
- Can be formatted creatively as personal letterhead
- Ensure professionalism – don't include inappropriate email addresses. If current email isn't professional create a new one targeted to job search
- If you don't have a personal phone number, provide a number where a message can be left for you
- If your resume is longer than one page make sure to put at least your name and contact information on all pages after the first

## **Career Goal/Employment Objective**

- This statement is optional but is recommended as a valuable addition to your resume
- A short statement about your career goal or employment objective
- Helps the reader focus by letting them know what type of work you are looking for
- Larger organizations may be hiring for multiple positions, an objective ensures that you are considered for the appropriate opening

## **Highlights of Qualifications**

- This section should provide an employer with a picture of your most important and relevant skills and qualifications
- Highlight key qualifications that make you a good candidate for the position • Usually includes three-to-five key points that you want the employer to know • Potential areas to focus on include:
  - Years of relevant experience ○ Related training and education
  - Transferrable skills

## **Skills**

- Relate your skills to the targeted position ○ Include only your most important skills, characteristics, and accomplishments that relate to the targeted position
- The most effective resumes contain skill statements that allow you to show your accomplishments ○ To identify accomplishments for each of your job or work experiences (paid or unpaid), think of examples where you performed well
  - Break your examples into the following parts □
    - What was the challenge/problem?
    - What did you do about it?
    - What was the result/outcome?

## Resume Headings Continued...

### **Employment History**

- Summarize your work experience with the most recent position first (reverse chronological)
- Can include unpaid work experience (ex: Co-op programs, volunteering)
- Multiple formatting options can be considered; pick one and be consistent throughout •  
Format Recommended:
  - Title, Employer, Town/City Date

### **Education**

- List your education, including formal schooling and informal education and training opportunities
- If you do not have Grade 12, lead with your strongest accomplishment (ex: other certification)
- List in date order, most recent first
- Avoid listing grades on your resume; include a transcript if appropriate, or include your grade point average (GPA)

### **Volunteer Activities/Community Involvement**

- List most relevant experiences related to the position that you are applying for
- Outlines skills or abilities that have come from activities such as team sports, volunteering, and hobbies
- Avoid including information about religious or political affiliations unless they are important to the job
- Avoid listing hobbies that a reader might be concerned about

## Resume Tips

- Highlight special/unique skills related to the position
- Highlight relevant experience related to the position
- Proofread your resume
- Use strong, action-oriented language
- Remove items that are outdated
- Use past tense for work done in the past, and present tense for work currently being done
- Use white paper
- Use clear fonts (Arial, Times New Roman)
- Use 11-12 point font size
- Be clear and concise
- Use white space to help create a resume that is easy to read/review

# Common Resume Challenges

## **Gaps in Work History**

- Try to minimize gaps in work history by choosing the correct resume format
- List years instead of months and years
- Don't emphasize dates, avoid bold text
- Ensure relevant volunteer, or educational experience is present in the resume if that is the reason for the departure from the labour force
- Address employment gaps within your cover letter, when appropriate
- Be prepared to provide honest answers about gaps in an interview

## **Minimal Skills and Experience**

- Ensure you are utilizing the most effective resume format (Functional/Combination)
- Focus on transferrable skills (ex: teamwork, communication)
- Skills and experience can come from a variety of areas not just employment (volunteering, coop, school)

## **Incomplete or No Diploma, Degree, or Certificate**

- List incomplete education as "in progress" if you are still completing your studies
- List what you have completed, regardless of whether you quit or are still in progress (ex: 30 credits towards degree completed)
- Include high school or GED if you have no post-secondary
- Include relevant training and professional development from previous employers

## **Job-relevant Experience from Many Years Ago**

- Chose appropriate resume format (Functional/Combination)
- Focus on your skills
- List older jobs relevant to the positions as additional employment

# Submitting Your Resume

## **In Person**

- Ensure appearance is neat and tidy; dress in clothing similar to what the employees are wearing
- Place it in an envelope with the correct contact information of the employer
- Ask if there is an application form to complete
- Be prepared to be formally or informally interviewed
- Go on your own
- Be respectful to the receptionist and others you meet

## Submitting Your Resume Continued...

### **Email**

- Make sure you have an appropriate email
- Include a clear subject line
- Write your message clearly and concisely
- Ensure resume is in proper format (Word, PDF)
- Check to confirm you have attached the proper documents

### **Online**

- Use plain text format as formatting may be lost or corrupted with copying and pasting
- Limited number of characters may be available; be careful message doesn't get cut off
- Be sure you have incorporated specific words from the job ad – programs often search for key words

## Summary

- Target your resume, to make it most effective
- Read job advertisement carefully for clues about what an employer is looking for
- Use job descriptions if available
- Include current contact information
- Be prepared to spend several hours creating a resume
- Pick a resume format that suits your experience and the job that you are interested in
- Make your resume stand out. You may only have 20 seconds to grab an employer's attention
- Keep your resume to one to two pages
- Watch for changes in resume writing styles, be careful of trends
- Visit your local Employment Ontario office (ex: the Career Centre) if you need help writing your resume.