



RESUME CHECKLIST GUIDE

This list will assist you in organizing the skills, achievements, experiences and interests you want to include in your resume:

- ✓ Your resume should be 1-2 pages in length.
- ✓ Clearly display your name, telephone number and email address at the top.
- ✓ Determine whether a chronological or functional resume will best highlight your skills and experience for the job you are applying to.
- ✓ Organize your resume by categories such as Summary, Education, Relevant Skills or Experience, and Community Involvement.
- ✓ Be concise. Personal information (interests and hobbies) should not be included unless it relates to the job.
- ✓ Place your references on a separate page. Only submit your references upon request of an employer; you may indicate at the bottom of your resume that your “references are available upon request”.
- ✓ Have your resume reviewed by others to check for any spelling and grammar errors that you may have missed.

CHRONOLOGICAL VS. FUNCTIONAL

The following chronological and functional resume definitions and instructions are offered as a guideline and may need to be reviewed on an individual basis.

CHRONOLOGICAL

Chronological resumes are designed to display your education, employment and community involvement by date and should be listed in reverse chronological order (most recent first). **Chronological resumes are most effective when they can display an extended work history in a related field without gaps in employment.**

Step 1: Identify the position you are applying for and highlight key skills, experiences and educational requirements for the position.

Step 2: List your related education, employment and community involvement in reverse chronological order.

Step 3: In a bulleted list, outline the skills, experiences, accomplishments and achievements acquired through education and experience; beginning with the most relevant, using the language of the job posting or occupation.

FUNCTIONAL

Functional resumes are designed to focus on relevant skills and abilities obtained through education, employment and community involvement without specifying where and when you acquired them. **Functional resumes are most effective when entering a field for the first time (students and graduates with little experience), making a drastic career change or when employment gaps may be a concern.**

Step 1: Identify the position you are applying for and highlight key skills, experiences and educational requirements for the position.

Step 2: Develop a list of key skill categories related to the position.

Step 3: In a bulleted list, outline related and transferable skills, abilities and experiences related to each of the skill categories.



CHRONOLOGICAL RESUME EXAMPLE

YOUR NAME Address Telephone Email			
SUMMARY			
<ul style="list-style-type: none">▪ 3-5 relevant bullet points about yourself and how you meet the requirements of the position you are applying to▪ Ex. "Business Administration – Accounting candidate with a strong knowledge of payroll and accounts payable and receivable"▪ Ex. "Social Service Worker student with experience supporting children and youth in a community program setting"			
EDUCATION			
Diploma/Degree	Institution Name	City, Province	Year-Year
EMPLOYMENT EXPERIENCE			
Position Title	Company Name	City, Province	Year-Year
<ul style="list-style-type: none">▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.			
Position Title	Company Name	City, Province	Year-Year
<ul style="list-style-type: none">▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.			
Position Title	Company Name	City, Province	Year-Year
<ul style="list-style-type: none">▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.			
VOLUNTEER EXPERIENCE			
Position Title	Company Name	City, Province	Year-Year
<ul style="list-style-type: none">▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.▪ Skills, experiences, accomplishments and achievements.			
CERTIFICATIONS & TRAINING			
Certification/Training	Training Provider	City, Province	Year



FUNCTIONAL RESUME EXAMPLE

YOUR NAME

Address | Telephone | Email

SUMMARY

- 3-5 relevant bullet points about yourself and how you meet the requirements of the position you are applying to
- Ex. "Business Administration – Accounting candidate with a strong knowledge of payroll and accounts payable and receivable"
- Ex. "Social Service Worker student with experience supporting children and youth in a community program setting"

EDUCATION

Diploma/Degree	Institution Name	City, Province	Year - Year
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RELEVANT SKILLS

Skill Category

- Experience, accomplishments and achievements.
- Experience, accomplishments and achievements.
- Experience, accomplishments and achievements.

Skill Category

- Experience, accomplishments and achievements.
- Experience, accomplishments and achievements.
- Experience, accomplishments and achievements.

Skill Category

- Experience, accomplishments and achievements.
- Experience, accomplishments and achievements.
- Experience, accomplishments and achievements.

EMPLOYMENT HISTORY

Position Title	Company Name	City, Province	Year - Year
Position Title	Company Name	City, Province	Year - Year
Position Title	Company Name	City, Province	Year - Year

CERTIFICATIONS & TRAINING

Certification/Training	Training Provider	City, Province	Year
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SKILLS & ABILITIES

The following list of skills, experiences, accomplishments and achievements are for sample purposes only and should be rewritten to represent your experience.

SAMPLE SKILLS, EXPERIENCES, ACCOMPLISHMENTS AND ACHIEVEMENTS:

Customer Service

- Answered customer's telephone, mail, email and in-person inquiries in a professional manner ensuring customer satisfaction.
- Provided customers with information regarding pricing and shipping times of products and services resulting in customers being educated about their purchasing decisions.
- Notified customers when products were ready and/or service was complete resulting in efficient sales transactions.
- Prepared and submitted detailed special order requests ensuring customer specifications and expectations were met.

Office Administration

- Assigned duties to employees and observed performance to ensure adherence to company policies and procedures.
- Answered inquiries pertaining to products and services ensuring client satisfaction.
- Supervised staff and resolved conflicts resulting in a professional and team oriented work environment.
- Operated office equipment including computers, telephones, fax and photocopy machines ensuring tasks were completed in the most efficient manner possible.
- Compiled, stored and retrieved data, files and reports resulting in detailed and accurate documentation.

Retail Sales

- Operated a POS cash register, accepted all methods of payment, and processed cash, credit and debit payments ensuring all corporate policies and procedures were followed.
- Wrapped and bagged merchandise for customers in a timely manner resulting in an efficient transaction.
- Set-up advertising displays and arranged merchandise on counters, tables and shelves to promote sales of specific products.
- Stamped, marked and tagged prices on merchandise ensuring accurate information is displayed to all customers.
- Cleaned and stocked counters, tables and shelves ensuring a safe environment for all staff and customers.

Server

- Provided efficient and professional dining room service to patrons ensuring satisfaction.
- Recorded food and beverage orders and delivered to kitchen and bar staff ensuring accurate orders were placed and served.
- Cleaned tables and set flatware, napkins and menus ensuring a sanitized dining environment.
- Processed cash, credit and debit payments using a Point of Sale System ensuring accurate billing.
- Trained new staff serving and safety procedures ensuring consistent service and ongoing customer satisfaction.



REFERENCES

1. Think of three strong professional references. You may include personal references, only if/ when you cannot provide a professional reference.
 - a. Professional:
 - i. Employer
 - ii. Volunteer Supervisor
 - iii. Professor
 - iv. Coach
2. It is important to contact your references to ask for their permission and cooperation.
3. Ensure that your references will say only positive things about you and your abilities.
4. When you leave an employment or volunteer position ask for a letter of reference.

YOUR NAME

Address | Telephone | Email

Reference Name

Position Title

Organization Name

Phone Number

Email Address

Your Relationship

Reference Name

Position Title

Organization Name

Phone Number

Email Address

Your Relationship

Reference Name

Position Title

Organization Name

Phone Number

Email Address

Your Relationship