



HERITAGE COLLEGE & SEMINARY RESUME GUIDE

2023-2024

What is a Resume?

Resumes are a very important part of the job search. The goal of a resume is for you to be noticed by the employer and then be invited for an interview. Your resume should include information about your education, and your jobs, experiences, and skills that are relevant to the position you are applying to.

The steps and tips below are essential to writing a great resume.

The Header

The header of your resume is very important, as it will let employers know who you are and how you can be reached.

Your header should include:

- First and last name
- City and province where you reside
- Email address
- Phone number
- LinkedIn URL (optional)

Ensure that all of this information is very clear and easy to find, as it is **necessary** in order for the employer to contact you. Your name should be larger in font size than the other information and you may choose to add additional emphasis by centering the information or writing your name in all caps.

Objective/Summary Statement

The objective statement or summary statement is an **optional section** that highlights some key things about you before getting into more detail in the sections below.

It should be a few sentences long at the most and be **very specific to the job you are applying to**. Consider skills/qualifications you have that make you a good candidate for this position.

Objective Statement	Summary Statement
<ul style="list-style-type: none">• Share your goal for your career or time in this position and why you are applying.• List your skills that will help you accomplish this goal.• Usually 1-2 sentences.• There are debates on using an objective statement, as they can end up being very vague and only highlighting what the job/company can do for you, rather than the other way around.	<ul style="list-style-type: none">• Sum up some of the most relevant skills and experiences from the rest of your resume and highlight them right at the top.• Does not usually include a goal or reason why you are applying.• Usually 3-5 sentences.• This is the more preferable option as it is usually more specific and showcases your abilities, rather than just stating what you are hoping to get out of the job.

As this is an optional section, is it up to your discretion if you should include a statement such as this or leave it off.

Keep in mind that much of what is normally written in an objective or summary statement could be included and expanded upon in your cover letter if you are sending one.

Summary of Skills/Qualifications

This is another optional section that you may choose to include depending on the position you are applying to. If you have many skills that apply directly to the job, you may highlight them right at the top of your resume, under your objective/summary (if you include one).

Use bullet points to list things you have done that would be beneficial in the position or specific skills you have that correlate to the job.

This section can be titled something along the lines of “Summary of Skills”, “Summary of Qualifications”, or “Areas of Expertise”.

Educational Background

The education section can either be placed before your employment experience or after. It is up to you to decide which section is more relevant to the position and thus should be the one the employer sees first.

Generally, education goes after employment unless the education is more relevant or you are a recent graduate without much work experience in your field.

Your education section should include:

- The name of the post-secondary school(s) you attended
- Your degree and major/minor
- The year you graduated if it is relatively recent
 - If still in progress, write your **anticipated** graduation year
- Your GPA if over 3.0 (after you have graduated)

After you have completed 1-2 years in college, you may remove high school from your resume.

Employment History

In reverse chronological order (most recent first), list your current and previous jobs. If you have had many, list the ones that are most applicable to the job you are applying for. **You do not need to list every job you have ever held.**

Include the company name, your job title, and the dates you worked there (e.g. March 2020–June 2021).

Below each job title, use bullet points to list your achievements and skills in this position. Try to be as specific as you can and avoid listing your daily tasks when possible. Focus on major accomplishments, projects, etc.

Quantify results when you can and start each bullet point with an action verb (e.g., *Planned and implemented a day camp for 200+ children*). Use present tense for jobs you are still employed at, and past tense for previous jobs.

Other Skills/Certifications

If you have any other skills or certifications that you would like to include, you can list them in this optional section in bullet points.

For example, advanced knowledge of Microsoft Office apps/services, being fluent in another language, having a CPR or Food Handlers Certification, etc.

Alternatively, if you did not include a “Summary of Skills” near the top of your resume, you can include the skills section here.

Other Achievements/Awards/Experiences/Volunteer Work

This is the place to list any other relevant accomplishments or experiences that do not quite fit anywhere else. If you received an award at school, volunteered at your church, went on a mission trip etc., and you think it would enhance your resume, you can place it in this section.

Important Tips!

1. Make your resume a very professional document.
 - Use a professional email address. 76% of resumes are rejected for having an unprofessional email address!
 - Ensure that the voicemail recording on your contact phone is professional.
 - Use a professional font (such as Times New Roman, Calibri, Arial, or Georgia) between 10-12 point size.
 - When uploading/sending your resume digitally, make sure it has a professional file title (E.g., *Joshua Smith Resume 2023.PDF*).
2. If possible, send your resume as a PDF so that the formatting stays the same when the employer opens it.
3. Try to stick to 1-2 pages. For a recent college graduate, one page should be enough. For someone with more extensive work experience, two pages is fine. If it is two pages, be sure to print it one-sided.
4. Tailor your resume to the job you are applying for! Many larger companies use Applicant Tracking Software (ATS) to scan the resume before a human ever even sees it. The ATS is looking for keywords and similar job titles or skills to those in the job description.
 - Look over the job description carefully and try to incorporate keywords and skills from the listing into your resume.
 - Ensure you list your experiences, skills, and accomplishments that are the most relevant to the job.
 - *TIP:* Keep a master resume that contains all of your jobs, skills, experiences, and accomplishments. This way you can simply create a new document each time you are applying to a job and copy and paste the information that you want on your resume for that position.
5. Ensure that the formatting and spacing is consistent throughout the resume.
6. Your resume needs to accurately reflect who you are as a person. Who you are in your resume should be the same person you are in your interview.

What to Avoid!

1. Do not add any photos of yourself.
2. Do not add any personal information such as age, gender, political leaning etc.
3. Do not use first person or personal pronouns.
4. Make sure there are no grammar or spelling mistakes! Have someone else read your resume and check it over several times.
5. Do not include any references or the phrase “References available upon request”.
 - It is assumed and expected that you have references, so no need to waste space on your resume. The employer will usually ask for references after an interview.

Next Steps

To create a resume from scratch, use our Resume Worksheet and this guide to give you direction.

Be sure to check out the sample resumes found on our website or in the Career & Calling Centre.

For further assistance or personalized review and feedback, please book an appointment with the Career & Calling Centre. We would be happy to help you with starting to put together your resume, tailoring your resume to a specific job, or simply offering feedback and/or suggestions. Send us an email to book your appointment at careercentre@heritagecs.edu.

For more information or assistance, please contact
the Heritage Career & Calling Centre.

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