

What is a resume, and why do you need one? Crafting an effective resume is one of the first steps in your job search process.

- A resume is a self-marketing tool that highlights your education, work experience, and accomplishments while profiling your ability to effectively do the work for which an employer is hiring.
- On average, employers scan a resume for only 10-15 seconds. Your resume needs to capture their attention by providing a quick and effective summary of your qualifications and experience.
- For details on these sections, please consult our **Resume and Cover Letter Guide**: <https://www.mun.ca/student/student-success/career/career-resources/resumesandcoverletters.php>

Structure

- Keep your resume to 1 to 2 pages in length.
- Ensure consistent formatting and font style/size.
- Be concise and clear.
- Use action verbs to promote your skills and achievements.
- Proofread for spelling and grammatical errors.

Personal Information

- Include your name and contact information at the top of your resume in a bolded and enlarged font.
- Do NOT include a photo.
- Avoid including the following personal information:
 - Age/date of birth;
 - Gender;
 - Relationship status/family information;
 - Social Insurance Number;
 - Health/medical Information;
 - Religion;
 - Political affiliation;
 - Ethnicity;
 - Disability.

References

Listing **references** is optional. If you decide to include your references, you may:

- Include the sentence “References available upon request.” at the bottom of the last page of your resume.
 - List 2-3 references on a separate sheet. Include their name, position, organization, phone number, and email address.
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Resume Format

The Chronological and the Combined are two commonly used types of resumes. The style of resume best suited to you will depend on the position for which you are applying, the skills you possess, and your work experience.

Chronological Resume

- Lists experiences in **reverse chronological order** (from the most to the least recent position).
- Concentrates on highlighting career progression.

Combined Resume

- Concentrates on highlighting skills.
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Resume Content

The key sections of a resume include:

1. Header
 2. Highlights of Qualifications
 3. Education
 4. Work Experience
 5. Volunteer Experience
 6. Interests/Achievements/Awards
 7. References
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To book an appointment with a career advisor, visit:
<https://www.mun.ca/student/student-success/career/>

Career Development (Student Life)
University Centre 4002
(709) 864-2033 or careerdevelopment@mun.ca
