

RESUME WRITING GUIDELINES

- Name, address, contact telephone number and e-mail address.
Only include your cellular number or work number if you don't mind receiving calls on these numbers.
- Personal information - only suitable when seeking an international post.
Do not include personal information if the position for which you are applying is based in Canada.
- A summary of your work history, roles, experiences, and achievements.
- A summary of your professional qualifications and memberships.
- A summary of your educational history.
- You should summarize each job in reverse chronological order giving employer name, job title, start/end dates by the month, and a description of duties.
- Use a simple font and check carefully for errors in spelling and grammar.
- Always have your CV proof read by multiple people for grammar, spelling and punctuation errors as well as content.
- Avoid unusual fonts and keep margins within standard parameters so that materials can be easily read. Use fine resolution if you must send a CV by fax. Do not try to stand out by using fancy colored paper or ink. Good quality plain white or off white paper, and black ink are photocopier and fax-friendly.
- Familiarize yourself with both domestic and international styles of resumes, as there are significant differences. Domestic CV's are usually 2-3 pages long, international CV's are often 4-8 pages long and contain personal data about marital status, age, number of children and references to health.

YOUR PROJECT LISTS

As you can tell from our Sample Resumes, it is becoming increasingly important to include a Project List as part of your resume. This helps distinguish you from other candidates and helps employers cut through the muddle of generic qualifications.

THE TYPICAL FORMAT USED TO LIST YOUR PROJECTS IS:

In bold, type the Project Name, Location and Year. Project Name is usually associated with the client or ultimate "owner".

In regular text, you should then briefly explain the scope of the project and your role as part of the project team. Each project description should be kept under 4 sentences. Your total Project List should be under 2 pages; therefore, you may have to be selective in which projects make your list.

Finally, your Project List should be located at the end of your resume, separated from other content.