



Resume and Cover Letters

Tip Sheet

Resume

- Start with a professional structure. Microsoft Word, along with many websites offer free templates that can give you a good foundation to build off of for your resume.

To access Microsoft templates, open MS Word and then go to:
File > New from template. Then, type *resume* in the search bar

Some good options for templates online are found at the following websites
**some require you to create an account but all have free template options*

<https://www.canva.com/search/templates?q=resume>

<https://www.resume.com>

<https://www.visualcv.com>

- Decide which sections will best showcase your skills to the new employer. These will change based on your experience but are several sections that should almost always be on your resume. These include: your name/contact info, a professional summary or objective, work experience, education and skills.

Some *optional sections* include: volunteer experience, technical skills, languages, certifications or early career highlights

1-2 pages (excluding a references page) is a good total length to aim for.

- Your professional summary/objective is your chance to make your pitch as to why you are a good fit for the job. Use descriptive words in 1-2 sentences that describe things like your attributes as a worker, level of experience and values.
- Your work experience should include the last 10-15 years of work or 3-5 of your most recent jobs. Always list the dates worked (mm/yyyy – mm/yyyy), name of employer, job title and 2-3 bullet points or sentences that describe the duties of the job. If some of that experience is from outside of Canada, make sure you still include it.
- Your education is also valuable to include and that does not only include a formal credential. If you do have a degree, diploma or certificate, list your highest credential, dates attended, name/location of school and a brief description of the



focus of the program. If you do not have a formal credential, you can still list any combination of high schools, classes, certificates, trainings or mentorships that you have done

- A skills section can really be located anywhere on your resume and can be used to narrow down who you are and what you can bring to the position. People often use bullet points in this section and include 4-6 items. Some examples include: attention to detail, clear communication, conflict resolution etc.
- Use *optional sections* when they will highlight an aspect of your past that you want to showcase. For example, if you want to work in a kitchen, but have no paid experience, a volunteering section that includes cooking experience would be helpful. Or, if you have been unable to work in your field of study for a significant amount of time, an early work experience section might help showcase that aspect of your past.
- This website has a number of good adjectives that are helpful when thinking about how to write about what kind of person you are - <https://resumegenius.com/blog/resume-help/resume-adjectives>

Cover Letter

- We recommend that people write a different cover letter for each job they apply for. It is okay to work off of a basic template you create but personalized cover letters help you showcase your specific skills in relation to a job and show the hiring manager you are invested in the position.
- In general, a good format to follow is; a header with your name, address phone number and email, an intro that includes the specific name of the person you are sending your resume to (if you can get it or just address to "Mikes's Cafe Hiring Manager" etc.), a small first paragraph (2-3 sentences) that introduces yourself and why you are a good hire, a second paragraph that lists 2-3 specific skills that will enhance the workplace you are applying for and a third paragraph that say why you are eager to join *their* team and letting them know you are looking forward to speaking in person.
- These are some useful websites when thinking about how to write your cover letter:

<https://www.cnbc.com/2019/07/23/example-of-the-perfect-cover-letter-according-to-harvard-career-experts.html>

<https://zety.com/blog/how-to-write-a-cover-letter>