

**Tip:** Print your résumé on bright **white** paper, and use **black ink** only. When typing an e-mail address in WORD, it will automatically be underlined and turned into blue text. This distracts the reader. **To undo this:** Highlight the text. Go to Format, and select Font. Select Underline:(none). Select color: choose black. Click OK.

**Tip:** Give your name prominence, bold & use a larger font than the rest of text. Make yourself accessible; include home and cell phone numbers, and ONE e-mail address. Include a professional sounding e-mail address, NOT something like cooldude@hotmail.com Free e-mail is available from yahoo.com, hotmail.com and gmail.com for you to use.

**Full Name**  
Address

Telephone Number with Area Code  
E-mail Address

**Tip:** Your résumé should not exceed **2 pages**. Print on two separate pages, NOT on one page back-to-back.

## Education

**Bachelor of Arts, Urban Studies**  
(Minor, Specialization, Concentration)  
Concordia University  
Montreal, Quebec  
Cumulative Grade Point Average: 3.5

Start Date – End Date

If you completed an honours or specialization degree, then write  
*Bachelor of Arts, Honours in Urban Studies*

Include your **CEGEP** degree, written in the same format as above.

Relevant Courses: (list courses)

Include only if you had a high GPA, about 3.5 or above

This is optional, but because many students don't have much work experience, one way to make up for that is to demonstrate knowledge through education. **List courses in order of relevance to the job.** Don't include if applying to a job that is not related to your studies.

## Languages

English, French, basic Spanish

When applying for work in Quebec:

- If **bilingual**, write "Bilingual, English and French"
- If French skills are **average**, write "English and French"
- If French skills are **minimal**, don't include a "Languages" section

## Computer Skills

List all computer languages, software and platforms

List in order of relevance to the job. Include software you believe is useful for the job you are applying for. (Ex: Autocad) At minimum, include Microsoft Word, Excel and Internet Explorer. **Do not include software you are not familiar with.**

## Academic Projects

**Name of Project**

If you don't have much job experience in your field, talk about projects done in school!

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2<sup>nd</sup> most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3<sup>rd</sup> most relevant to job or internship you're applying for)

## Career-Related Experience

Most résumés call this section "Work Experience." However, suppose you have done work, internships and/or volunteer work related to your career; you can include all of these in the same section by calling it "Career-Related Experience." Bring out all of your **career-related** and **transferable skills** by using **action verbs**

**Position/Title**

Company, City, Province

Start Date – End Date

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2<sup>nd</sup> most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3<sup>rd</sup> most relevant to job or internship you're applying for)

Include all career-related **positions**, repeat until you've included all of them

**Intern**

Company, City, Province

Start Date – End Date

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2<sup>nd</sup> most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3<sup>rd</sup> most relevant to job or internship you're applying for)

Include all career-related **internships**, repeat until you've included all of them

**Volunteer**

Start Date – End Date

Company, City, Province

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2<sup>nd</sup> most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3<sup>rd</sup> most relevant to job or internship you're applying for)

Include all career-related **volunteer** positions, repeat until you've included all of them

**Other Work Experience**

In this section, include jobs that are not directly related to the job you are applying for. Ex: Customer service jobs, cashier, cook, babysitter, etc. Although these jobs are not directly related to your career, remember that you still want to bring out as many relevant **transferable skills** as possible in your points using **action verbs**

**Position/Title**

Start Date – End Date

Company, City, Province

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2<sup>nd</sup> most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3<sup>rd</sup> most relevant to job or internship you're applying for)

Include all career-related jobs, repeat until you've included all of them. Although uncommon, a few students will have a very large number of jobs under "other work experience." In this case only, include jobs with the most relevant transferable skills. Remember that the résumé must not exceed 2 pages.

**Volunteer Experience**

In this section, include volunteering experiences that are not directly related to the job you are applying for. Although this volunteer work is not directly related to your career, remember that you still want to bring out as many relevant **transferable skills** as possible in your points using **action verbs**. *Leave out if you have nothing to mention*

**Volunteer**

Start Date – End Date

Company, City, Province

- Action verb followed by accomplishment (most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (2<sup>nd</sup> most relevant to job or internship you're applying for)
- Action verb followed by accomplishment (3<sup>rd</sup> most relevant to job or internship you're applying for)

**Extracurricular Activities**

In this section, include extracurricular activities that are not directly related to the job you are applying for. Although this volunteer work is not directly related to your career, remember that you still want to bring out a few relevant **transferable skills** in your points using **action verbs**. *Leave out if you have nothing to mention*

**Organization** – description of responsibilities

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**Awards and Achievements**

Include any awards you have received or significant achievements for which you received particular credit. Ex: Scholarships or Bursaries. *Leave out if you have nothing to mention.*

**Professional Memberships**

**Interests**

As a general rule, list 2 related to your program, 2 intellectual pursuits, 2 social/active interests

**References Available Upon Request**

Do not include references when handing out your résumé. Use this line instead and only provide references when asked or, "upon request."

This document is meant only as a general guideline for your résumé. For individual résumé assistance, please make an appointment at CAPS. Visit <http://caps.concordia.ca> or call our office at 514-848-2424 extension 7345.