http://www.youth.gc.ca/eng/topics/jobs/resume.shtml

1. What is a resume? (please use your own words)

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2. According to this website, there are \_\_\_\_\_\_ types of resumes. List the types and what they are used for:

Resume Type Focus and Use

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3. Determine which kind of resume would be right for you at this time and download the template.

Write down the Resume Type you have chosen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4. Log into your computer and go to Howe Falcons. Under the Subject Support tab…HCE…you will find a link to Resumes. Click on that page.

## Top-10 résumé tips

1. **Think ahead.** If you wait until the last minute to hand in your résumé, you could miss the deadline and risk not being considered for the job.
2. **Tailor your résumé.** Include information on your résumé associated with the job you are applying for. Make your resume different depending on what job you are applying for.
3. **Break it up (visually).** If there is a lot of information, break it into separate sections with specific headings.
4. **Use action words**. Focus on things you have accomplished, and avoid starting every sentence with “I”.
5. **Proofread.** Never rely on spell check. Have someone else proofread as well.
6. **Repeat Tip 5.** ***Seriously***, even one misspelled word could put you in the “do not consider” pile.
7. **Make it presentable.** Make sure your résumé looks clean and organized. Use white, letter-sized paper (8.5 x 11-inch) and a font that’s easy to read, like Times New Roman or Arial. Heavy weight paper gives a tactile advantage.
8. **Keep it concise**. Try to keep your résumé as short as possible—ideally one page, two pages maximum.
9. **Be honest.** Lying on your résumé is never a good idea. Many people who lie on their applications end up losing their jobs when their employers find out the truth.
10. **Be professional.** Remember, this is a business document, so don’t include unnecessary embellishments like flashy paper or a picture of yourself.