

## Writing Your Resume

Write a resume that will get you noticed! [Resume Layout Samples](#)

Before you start writing, think about the kind of job you want to get with your resume. Then, group your info in the following sections:

Section	Content to Include
<p><b>Contact Information - Required</b></p>	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Phone number</li> <li>• Email address</li> <li>• Location (City, Province)</li> <li>• LinkedIn address and/or portfolio link (optional)</li> </ul>
<p><b>Key Highlights - Highly Recommended</b></p> <p><i>Section could also be named Highlights of Qualifications, Key Qualifications, Core Qualifications, Summary of Qualifications, etc.</i></p>	<ul style="list-style-type: none"> <li>• 3-6 qualifications/skills/experience most relevant to the job requirements</li> <li>• High-level descriptions for each qualification with verifiable facts that can be seen in the body of the resume</li> </ul> <p><b>Tip:</b> Tailor this section to target each job posting and present the information in bullet points</p>
<p><b>Education - Required</b></p> <p><i>Recent graduates with limited professional experience may place this section near the beginning of the resume. Those with extensive relevant achievements may place it near the end.</i></p>	<ul style="list-style-type: none"> <li>• Formal name of the degree or program</li> <li>• Name and location of the institution</li> <li>• Education period in years (for example: 2018 - Present) or in months and years (for example: September 2018 - Present). List in reverse chronological order by end date</li> <li>• Optionally, add your anticipated graduation date, major and minor (if applicable), GPA with the scale cited (for example: 4.0/4.5 or 3.3/4.0), awards, honours and/or scholarships</li> </ul> <p><b>Tip:</b> Do not include your high school education</p>
<p><b>Work Experience - Required</b></p> <p><i>Section could also be named Professional Experience, Work History, Employment History, etc.</i></p> <p><i>If you do not have any work experience, please <a href="#">contact Career Services</a> for more guidance.</i></p>	<ul style="list-style-type: none"> <li>• Employer name and the city/province</li> <li>• Job title and dates of employment, using the same date format as before. List in reverse chronological order by end date</li> </ul> <p><b>Tip:</b> Use 3-6 <a href="#">skill statements</a> with expressive <a href="#">action verbs</a> to describe each work experience</p>
<p><b>Professional Skills - Optional</b></p> <p><i>Section could also be named Technical Skills, Summary of Skills, etc.</i></p> <p><i>Recommended for those with no or irrelevant work experience.</i></p>	<ul style="list-style-type: none"> <li>• 3-4 categories of relevant skills that you have, especially ones mentioned in a job posting (for example: data analysis)</li> <li>• 3-6 skill statements per category describing how you gained or demonstrated each skill, drawing upon work experience, volunteering and/or academic classwork</li> </ul> <p><b>Tip:</b> Avoid repeating statements from other sections of your resume</p>
<p><b>Extracurricular Activities - Optional</b></p> <p><i>Section could also be named Volunteer Experience, Campus Involvement, Community Involvement, etc.</i></p> <p><i>Recommended for those with minimal or no work experience.</i></p>	<ul style="list-style-type: none"> <li>• Volunteer work</li> <li>• Campus activities</li> <li>• Community service</li> <li>• Athletics, etc.</li> </ul> <p><b>Tip:</b> Present this information in the same format as the Work Experience section</p>

Once you finish writing, use our [Resume Checklist](#) to finalize it. Then, ask Career Services to [review your resume](#).

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### NEED MORE HELP?

Book an appointment with us through [MyCareerHub](#).

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