RESUME WRITING EXERCISE

1) Determine the order of your resume, according to relevance
      i)   Education (always comes first)
      ii)   _____
      iii)   _____
      iv)   _____
      v)   _____
      vi)   _____
      vii)   References (always last)

2) Organize your work experience duties using ACTION VERBS, focus on relevant and transferable skills
3) Organize your computer skills, according to hardware, software, O/S, etc., listing most relevant skills first

Permanent: _____ **Current:**

_____   _____
_____   _____
_____   **Email:**   _____

EDUCATION:

Present   University of Windsor, Windsor, ON
                        (Name of Degree Program – Co-op)
                        Concentration:

Date   List any other diplomas/ Certificates (Computer Certificate
                        Programs, Cdn. Securities Course, etc)

                        _____
                        _____
                        _____
                        _____

RELEVANT EXPERIENCE:

(This section can include relevant project work completed, or relevant work experience)

Date   Employer, location
                        Position
                            •
                            •
                            •

Date   University of Windsor, Windsor, ON
                        Name of Project
                            • include a BRIEF description

RELEVANT WORK EXPERIENCE (cont'd)

Date   _____, _____
_____
- _____
- _____
- _____

Date   _____, _____
_____
- _____
- _____
- _____

Date   _____, _____
_____
- _____
- _____
- _____

SKILLS:

Technical:

Computer:
       Hardware:
       Software:
       O/S:

OTHER WORK EXPERIENCE:

Date   Employer, Location
           Position
- _____
- _____
- _____

Date   _____, _____, _____
_____

- _____
- _____
- _____

Date   _____, _____
_____

- _____
- _____
- _____

Date   _____, _____
_____

- _____
- _____
- _____

AWARDS/ ACCOMPLISHMENTS:

List awards that might be of interest to the employer (i.e. that demonstrates leadership, team work, technical ability, etc) and that were completed within the last 5 years only
For Example:
Leadership Conference, Young Leaders of Tomorrow, United Way, Windsor, ON (2002)

_____
_____
_____

INTERESTS:

Should be brief (3 points maximum)

- _____
- _____
- _____

REFERENCES AVAILABLE UPON REQUEST

RESUME WRITING CHECKLIST

_Is my resume consistent, using only one standard font (size 11-12), format, etc?

_Is my resume no longer than 2 pages in length?

_Have I used action verbs to describe my job duties? Are transferable skills listed?

_Does the format of my resume include the most relevant information on the first page?

_Have I included the "References Available Upon Request" statement at the end of my resume?

_Have I made sure that I don't have any grammatical or spelling errors in my resume?

_Have I included my contact information at the top of my resume (size 12-14 font)?

_Is my resume in REVERSE CHRONOLOGICAL order (most recent listed first)?