

tip sheet



MOSAIC

PARTS OF A RESUME

Although resumes are composed of the following standard elements, there is no set format that works equally well for everyone. Sections that do not relate to your objective or career profile may be de-emphasized or even omitted. Titles of sections can also be modified to describe the information presented more accurately.

CONTACT INFORMATION

Prominently display your full contact information on the first page of your resume, and an abbreviated form on subsequent pages.

- Preferred Name, (Other), then Last Name
- Number, Street, City/Province and Postal Code
- Phone or Mobile Number (use hyphenated format)
- **Canadian** website based e-mail

OBJECTIVE

Not an essential component of an effective resume, an objective on your resume is used to concisely describe your immediate employment goal.

- Specify the Position Name/Title you are seeking, or Title that appears in the job posting plus the competition number if available
- As an option, you can describe the skills you want to use or the functions you want to perform.

SUMMARY OF QUALIFICATIONS

Describe your skills and experience in relation to your career objective. Qualification summaries offer the opportunity to highlight your most important assets.

- 6-8 points of your top qualifications / transferable skills / attributes
- List your strongest qualifications first (in order of importance) that would be of value for this position

PROFESSIONAL EXPERIENCE

For each position held list the name of the organization, city, province (or country), and month and year of your involvement. Summarize what you accomplished in each experience and prioritize these results-oriented descriptions to support your job objective.

- Position Title, Organization, Location, Time Period.
- Description of duties, highlight accomplishments.
- Use brief phrases beginning with action verbs, incorporating statistics, percentages, and numbers where possible.
- Don't include every position you have held, only those that demonstrate that you can succeed in the position you are applying for.

VOLUNTEER EXPERIENCE

Volunteer experience can be as valuable as paid work in demonstrating your suitability for the position being applied for. May also be included in the PROFESSIONAL EXPERIENCE section to fill employment gaps.

- Position Title, Organization, Location, Time Period.
- Description of duties, highlight accomplishments and transferrable skills.
- Use brief phrases beginning with action verbs, incorporating statistics, percentages, and numbers where possible.

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EDUCATION

Your educational credentials inform potential employers of your formal education and any specialized training. If your training is particularly relevant to the position this section could quickly set you apart from other candidates.

- Institution Name and Location
- Credential obtained
- Field of Study
- Graduation/Completion Year
- Relevant Honors or Academic Recognition

REFERENCES

References should **not** be included on your resume, and only provided to a potential employer on request as a separate document.

- The phrase “References Available Upon Request” is not necessary

