

Heads Up! Durham Employment Support How to Create a Resume



Overall Resume:

*Refer to resources list at: <http://www.headsupdurham.ca/employment-resources.html>

- Follow a standard **professional style resume template** (can Google this).
- Two pages** maximum.
- Employers listed in chronological order (most recent first).
- Easy to read and understand.
- Be prepared to **submit** your resume **online** and **in print**.
- You may need to **revise your resume** depending on the job you are applying for.

Professional Summary/Objectives:

- Explain your objectives, goals and aspirations.
- Clear and concise – 1 to 2 lines.

Work Experience and Education:

- Relates to the position you are seeking.
- Put Work Experience and Education in separate sections.
- Education, volunteer work, life skills and training listed demonstrates you meet the job requirements.
- Include hobbies and interests if you lack work experience.

Resume Review:

- Perform a **spelling and grammar check**.
- Have someone **review** your resume:
 - Friend or family.
 - Utilize online tools and community supports.

