

Hand-out Résumé webinar - SSC Centre Winnipeg

Résumé Renovation – How To Stand Out From The Crowd

Employers will scan a résumé for about 30 seconds to decide whether or not to consider the applicant. Some may use an automated computer scan. Get your résumé in the 'for consideration' pile by following the points below!

A résumé is a "snapshot" of you and needs to be:

- Written with the **employer's** interests in mind.
- Professional in appearance (good use of white space).
- Targeted for a particular job or organization.
- **"Letter-perfect."** *Spelling and grammar mistakes can mean an automatic reject.*
- An honest and clear demonstration of your skills, abilities and achievements.
- A clear indication of what you offer to the employer in relation to what the employer states are needed.

Target Your Résumé

Employers look for people who have researched the job and can explain clearly **how** their skills, knowledge and abilities meet their organization's needs.

- It's better to send 10 targeted résumés and get five interviews than to send 100 and get one or none. You don't have to start from scratch when targeting your résumé for different positions. You just re-arrange the content in relation to what the employer is asking for in order to emphasize what you can do for each specific employer.
- Think of your résumé as a jigsaw puzzle with different pieces. In each targeted résumé, you place the pieces in a new way to create a slightly different picture of yourself.
- Consider your résumé as your opportunity to stand out from the crowd. It is the right place to take pride in your accomplishments. Put in those accomplishments, with examples, numbers and percentages of positive improvement or change.

Research Specific Employers.

- Visit the company's website, find newspaper or magazine articles on the organization, or get the organization's annual report.
- Information to look for: occupations for which they hire, hiring process, contact names, new contracts or announcements, corporate culture.

Research the Occupation to Identify:

- Standard wording for duties, responsibilities, requirements, and emerging skill requirements. See Labour Market Information of the Province on its website for more information.
- Potential networking sources such as associations, YMCA-YWCA, community organizations.
- Occupationally specific job sites.

Research the Industry to Identify:

- Trends and issues so you can tell employers **how you can make a difference to their organizations' bottom line.**
- Prospective employers in your or related industries.
- Sector specific key words and jargon.

- Professional associations are good sources of industry information.

Before Writing Your Résumé

- Make a list of your skills. Find achievements in life that demonstrate those skills.
- Remember those achievements can be at home, in the community, at school and on the job.

Sources of Transferable Work Experience

- Part-time or Summer Work
- Sports and Recreational Activities
- Volunteer Work, Co-op or Intern Placements and Entrepreneurial Experiences
- Academic Activities

If you are having difficulty in listing your skills, you may wish to start by writing down the things you've done, then identify the skills required to accomplish those tasks.

Use Action Words – Create Value Statements – Develop an Employability Skills Checklist

There are Two Different Styles to use for Your Résumé:

Chronological Résumé

By far and preferred, for someone with progressive work experience in the same career field. It shows the employer who you've worked for and what you contributed in each work setting.

Skills-Based Résumé (also called Functional Résumé)

For someone who wants to highlight work experiences and skills, has many employers, has little work experience, or is planning a career change. It focuses the attention on the skills you have used in a variety of different settings.

Contact Information

This is like the letterhead of your résumé and should show the employer how to reach you. Do not include *any personal information, for example*, photo, age or date of birth, marital status, gender, religion, or number of dependents, passport, PR or Social Insurance Number. It should only include the following:

Example (insert your information)

First and Last Name

(Number) (Name Street)

City, Province (Post Code)

Phone Number/Cell Number (optional)

E-mail Address

Constructing a Chronological Résumé

1. Decide which qualifications best emphasize your suitability for the work wanted. If you have related work experience, list your work history before your education and training. If you have little related experience, you may choose to list your education and training first. Or, if the education and/or training are identified as required and would select you immediately, list it after your profile.

2. Arrange your work history in sequence, beginning with the **most recent** experience and working backward.
3. Look at the qualifications you need for the kind of work you seek and list the relevant skills and experience you gained from each of your employers.

Recommendations for Résumés

1. Use the word Degree with Bachelor or Master
Bachelor's Degree in Science
or
Bachelor of Science Degree
2. Add the Major or Specialty
Bachelor's Degree in Science, Major in Chemistry
Master of Science Degree, specializing in Chemistry
3. Use the apostrophe correctly
One year's experience or one year of experience
Six years' experience or six years of experience
10 years' experience or 10 years of experience
4. Write out numbers below 10
One, two, three, four, five.....
Over six years of experience
Over 15 years of experience
5. NO "0" in front of the date with single number March 1, 2004 (**Do Not use** March 01, 2004)
6. Do not use abbreviations
etc. or A/R or A/P
7. Two main exceptions for abbreviations
, i.e., means "that is" (There is always a comma and space in front and behind.)

, e.g., means "for example" (There is always a comma and space in front and behind.)
8. Always leave a **space** after a comma, a semi- colon; a colon; and a period. – before continuing to start the following words.

Suggested Format for Résumés

Before handing in the first draft of your résumé, check margins and make sure your name is at the top of the second page.

1. Don't use any headers or footers.

2. To change margins (left and right) to 1 inch or 2.54 cm, go to Page Setup, check your left and right margins.
3. Your name and contact information should be to be on the first page, with a separator line
4. Your name should be usually 18 pt. **Bold** on the first page (if you have a short name) *or*
16 t. **Bold** on the first page (if you have a long name).
5. Your name at the top of the second page should be 16 pt. **Bold** (if you have a short name) *or*
14 pt. **Bold** (if you have a long name).
6. Use Arial 11pt. throughout your résumé.
7. Prepare your résumé in a Word document, unless ad stated to do otherwise.
8. Use left align (not justification). Justification can be used for the dates on the left, but not for the body of the writing, as it creates unnecessary spaces and therefore, can be more difficult to read.

See sample Chronological Résumé attached.

Astrid Barnabas

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Phone: 204-900-6000
Email: lbarnab@hotmail.com

PROFILE

- Experienced Commercial Banking Credit Analyst and Agribusiness Financial Officer.
- Business experience with diversified agricultural and manufacturing enterprises.
- Detail-oriented with demonstrated strengths in analytical problem-solving.
- Collaborative team player and able to work independently with little or no supervision.
- Computer Skills: Microsoft Office (Word, Excel, PowerPoint, Outlook), Windows, Internet, CONGA (Cost Accounting for Agricultural Business).

EXPERIENCE

Credit Analyst

2014 - 2018

Bank of Credit and Investment Services, Mexico City, Mexico

- Audited financials and analyzed business plans of major corporations for an international commercial bank.
- Evaluated business viability, credit worthiness, and compared with competitors.
- Made recommendations and gave consideration to extremely large loans in consultation with an evaluation management team.
- Determined the risk factor of taking on the responsibility of allowing major corporations to use the bank's funds as a line of credit, and approved long-term loans.
- Compiled final analysis of businesses and made recommendations.
- Visited companies to study operations, i.e., balance sheets, income statements and financial ratios.
- Analyzed the evolution of last year's sales, present year's and carried out forecasts for future sales in order to evaluate ability to pay back loans.
- Met with owners and general managers to ensure that prepared figures were correct, realistic and not inflated, e.g., inventory assets, equipment, future projections and sales, new markets and new products.

Accomplishment: Was awarded "Employee of the Year" for providing outstanding customer and corporate services.

Financial Controller

2006 - 2013

Neptune Agriculture Ltd., Mexico City, Mexico

- Analyzed the operation of a diversified beef cattle, feed grain, wheat and forestry enterprise.
- Carried out analysis of financial operations, both monthly and year-end.
- Used the CONGA accounting system to prepare management reports that compared the profits of the different operations in order to determine which were the most successful.
- Managed forecasting, cost analysis, debt and equity ratios.

Achievements: By introducing the CONGA (Cost Accounting for Agricultural Business), was able to reduce operation costs, resulting in an increase in profits by 20%, equivalent to \$93,000 per year.

EDUCATION

Master of Arts Degree in Agribusiness Washington State University, USA <i>Thesis: A Case Study of the Potential Demand for Mexican Grain</i>	2014
Bachelor of Engineering Degree, Majoring in Agriculture University of Mexico, Mexico City, Mexico <i>Thesis: Case study/productivity/cost analysis of diversified agribusiness operation using the ABC cost accounting system</i> <i>Practicum: Business Study of Newman Industrial Engineering</i>	2012
Agricultural Technician Diploma College of Agriculture, Mexico City, Mexico <i>Thesis: Grafting of Ugni Molinae (Myrtle)</i>	2004

UNRELATED WORK EXPERIENCE

Security Guard, Ash Protection, Winnipeg	2017 - 2018
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VOLUNTEER

Winnipeg Colon Cancer Association, Winnipeg	2017
Treasurer, ASD Parents Association, Winnipeg	2016
Mexican Pavilion Organizing Committee, Folklorama, Winnipeg	2016

REFERENCES AVAILABLE UPON REQUEST

