

Resume Writing Tips

Two Page Limit

Resumes should generally be a maximum of two pages long. Keep it concise!

Write with Style

- Keep the same font size and text throughout your resume
- Standard font size is 12 point, and font style should be Times New Roman or Arial

Use Effective Vocabulary

- Use action words! (i.e. accomplished, delegated, achieved)

Don't Get Too Personal

- Only include information such as your name, address, telephone number, email address, and LinkedIn profile
- Avoid including information such as your age, birthday, marital status, etc.

Work Experience

- Use a chronological resume format (list experience in reverse chronological order – your most recent experience should be listed first)
- Include the following information:
 - Title of position
 - Name of organization
 - Location (city, province)
 - Dates of employment
 - Responsibilities and specific accomplishments

Volunteer Experience

Always include any and all volunteer experience!

Education

- This should also be in reverse chronological order – your most recent education first
- Be sure to include the years you attended each school and any degrees or diplomas received

Review, Review, Review!

Be sure to have a colleague, friend, or family member review your resume!