

Crafting the Perfect Resume

An engaging resume often means an employer will be more likely to review your cover letter, request references, and continue to the next step in the hiring process!

THE BASICS

- Include name, contact info, relevant experience w/ dates, education w/ degree details, & technical skills (eg. proficient in Excel)
- Ensure space is used wisely & phrases are succinct; should be maximum 2 pages
- Limit technical terms & avoid acronyms

Replicate key words from the job description and ensure there is a clear link to your experience!

Relevant words stand out: **90%** of companies use ATS screening to highlight candidates!

TIPS

Include valuable skills close to the top — don't make an employer search for them!

- Use **active** voice
- Include **LinkedIn**
- Highlight **volunteer** experiences if related to skills
- No more than **half** your resume should be academic achievements

Reflect: Did you answer any potential questions an employer might have?

Does your resume make it **easy to follow** important terms?

FINISHING UP

- **Career Services** "Queen's Best Resumes"
- Login to Queen's **MyCareer** to arrange a resume appointment!

CHECKLIST

1. Format your resume generally
2. Research company values and the position
3. Demonstrate why your experience makes YOU the ideal candidate!