

Resume Workshop

A  WORLD OF
OPPORTUNITIES

CAREER DEVELOPMENT CENTRE | CENTRE DE DÉVELOPPEMENT DE CARRIÈRE

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Université d'Ottawa | University of Ottawa



uOttawa

L'Université canadienne
Canada's university

Careers

Hours of Operation:
Monday to Friday:
From 9 a.m. to 4:30 p.m.

613 562-5806
cdc@uottawa.ca

www.uOttawa.ca



Knowing Yourself

Questions you should ask yourself:

- What do you want to do? (your interests)
- What are you good at? (your skills)
- What concrete experience have you gained to support your interests and skills?

Your resume should be a reflection of who you are and reflect answers to these questions.

Employability Skills

- Communication
- Leadership
- Teamwork
- Adaptability
- Flexibility
- Reliability
- Creativity
- Willingness to learn
- Interpersonal skills
- Analytical and problem-solving skills
- Organizational skills

Knowing Your Employer

- Review the job posting in detail
- Review the company's website / LinkedIn
- Review other job postings and trade journals

Familiarize yourself with the culture of the industry (key words, industry terms, products, services, targeted clientele, etc.)

Types of Resumes

- **Chronological**

- Most commonly used
- Presents work experience in reverse chronological order
- Each work experience listed includes:
 - job title
 - dates of employment
 - company name
 - Responsibilities / accomplishments described in order of priority (brief statements)

Types of Resumes

- **Functional (Skills highlighted)**
 - Mostly used to highlight transferable skills while setting out for a new career or a return to the workforce
 - Presents work experience and employment history in a separate section

Types of Resumes

- **Combination**

- Presents employment history in reverse chronological order while clearly highlighting the acquired skills / accomplishments in a separate section

Content & Structure

- Personal information
- Summary of Qualifications
- Work Experience
- Education
- Volunteer
- Awards

Summary of Qualifications

- Fourth year in Chemical Engineering at University of Ottawa
- Over 3 years of experience in Chemical Engineering
- Excellent interpersonal and teamwork skills
- Published an article and guide for engineers
- Professional level of communication skills in English and French

Work Experience

Chemical Process Developer

summer year

Chem Inc., Ottawa, ON

- Designed and implemented an new chemical processes for a local company using XXX
- Interacted with the client to assess needs and solicit feedback
- Worked cooperatively with colleagues to complete the contract according to deadline

Computer Technician

year-year

Self-employed, Ottawa, ON

- Installed and configured software for home-based personal computers and explained the process used
- Trained individuals on computer use and various software programs including Outlook Express, Word, WordPerfect, Internet navigation and Windows XP
- Developed a self-help manual

Education

BASc in Chemical Engineering

year – present

Specialization in XXX

University of Ottawa, ON

- Expected graduation date: Month, year

Projects:

(name of project)

- Short description

Microsoft Certificate Professional System Engineer (MCSE)

year

Cognos, Ottawa, ON

Other Headings

The following sections can also be added:

- **Volunteer Experience / Community Involvement**
- **Awards & Achievements / Scholarships**
- **Publications, Presentations, Conferences Attended**
- **Extracurricular Activities**
 - Membership and participation in clubs or associations, etc.
- **Professional or Technical Skills**
 - To be included in a skill-based or combination resume
- **Interests**
 - Including sports, hobbies, travel, etc.

Example of Professional Skills

Communication Skills

- Excellent communication and group facilitation skills acquired through giving class presentation to large groups of student
- Employing different forms of media for event promotion including Facebook, Twitter and YouTube
- Conducting literature reviews of scholarly journals and writing short papers

Organizational and Administrative Skills

- Prioritizing tasks and activities by order of importance
- Balancing books, deposits, processing returned cheques and preparing annual sales reports for head office
- Performing typical administrative tasks such as photocopying, answering telephone

Interpersonal and Leadership Skills

- Participant of Tawingo Leadership Training course
- Excellent teamwork skills; collaborating easily with individuals of all ages in volunteer and employment positions
- Motivating others and encouraging them to voice their opinions at leadership camp

References

- Name
- Title and organization
- Telephone number and e-mail
- Example: **Christianne Plouffe**
Employment Section Coordinator
University of Ottawa, Ontario
613 555-4848
plouffe@uottawa.ca

Layout

- Add a header on the second page with your name and telephone number
- Reserve bold characters for section titles, your name, personal information, job and diploma titles
- Adjust margins to maximize the space on the page
- Align years to the right so they are easier to locate
- Pay close attention to alignment, fonts, spelling and spacing – be consistent
- Proofread your resume for grammar and spelling

To view our sample resumes [visit](#)

Cover Letter

Goals of a cover letter:

- Responding to an advertised/known position
- Expressing your interest in potential positions with an organization, including your resume
- Introducing yourself and your credentials and offering your services to an organization (marketing or introduction letter)

Cover Letter

- Write a specific cover letter for each job application
- Know what the employer is looking for
- Never exceed one page
- Demonstrate your knowledge of the company and make a link between ***their needs*** and ***your skills and experience***
- Focus on the terminology used in the job posting or ad
- Always have several people proofread your letter
- Visit our web site to review sample cover letters at <http://www.sass.uottawa.ca/careers/resources/resumes/coverletter.php>

Content of the Cover Letter

Attention! A cover letter should not be a repetition of your resume.

1st Paragraph

- If you're replying to an ad, mention how you heard about the job opening (newspapers, recruiters, etc.), state the position that you are seeking and explain why you're the right person for the job.
- If you are making a general application, explain your professional goal or career objective, demonstrate how you can be the right person for the job. If someone has referred you to this company, mention it.

2nd Paragraph:

- Show your interest in the organization and explain how your knowledge meets the company's needs.

Content of the Cover Letter

3rd Paragraph:

- Elaborate on your education, experience, skills, achievements, and qualities. Describe your qualities by presenting examples taken from your past work experience. The important thing is to show how your past experience will contribute to their company.

4th Paragraph

- Say that you will contact the company at a specific time and make sure that you follow up on your statement. If you prefer, ask that they contact you by giving them all the pertinent information.
- Request an interview and thank the reader for his time.

Finish the letter off with a closing line.

- Sincerely,



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UCU 312

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Services Available:

Individual Consultations

Resume Critiques

Mock Interviews

Employer Presentations

Career Fairs

Career Development Centre - CDC

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