



# CAREER FOCUS CANADA

## CHAPTER 5

# RESUMES AND REFERENCES

ALWAYS THINK IN TERMS OF WHAT THE OTHER  
PERSON WANTS.

James Van Fleet



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## CHAPTER 5



Helene Martucci Lamarre Karen McClughan

- Types of resumes
- Sections of a resume
- Resume guidelines
- Electronic resumes
- Resume tips
- References



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- Chronological Resume
  - Organized according to time
    - Most recent first
  - Focuses on dates and job descriptions
  - Easiest to write
  - Often most suitable for students/ graduates



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- Functional
  - Organized according to type of skills or functions
  - Spotlights key traits and qualities
  - More thought and planning to create
  - Focuses on what you did rather than when



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- Sections of a Resume
  - Heading
  - Objective
  - Education
  - Skills and Qualifications
  - Experience
  - Personal



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- Resume Guidelines
  - 1-2 pages
  - Use bulleted statements that express clear ideas
  - Accuracy
  - Action verbs



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- Resume Tips
  - No personal info not relevant to job
  - Use white, good bond quality paper
    - If paper resume required
  - Easy-to-read font style
  - No photographs



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- References
  - Most companies will require them
  - 3-5 references
  - Ask permission and keep references informed





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- Type of references
  - Employers
  - Academic
  - Professional
  - Personal



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- Reference Format
  - Name
  - Position
  - Company
  - Address
  - Phone
  - Email