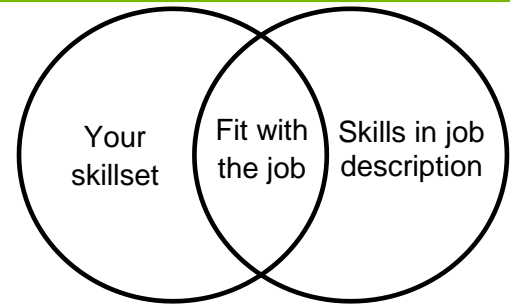


## Purpose of a resume

- Provide an overview of your skills, education, experience, and interests to a potential employer.
- Demonstrate how your skills and abilities fit the job description.
- Increase your chances of being invited to an interview by tailoring your resume.



## Provide your profile information

Include your name, location, phone number, and email on every page at the top of your resume. If you are a current student, it is best practice to use your student email. If you have a LinkedIn profile, this is optional for you to include and to hyperlink your profile. Your profile information should be the same across all job application documents: resume, cover letter, and references. When you are creating your resume and cover letter using Microsoft Word, you can insert your profile in the header section to save space and to have it display automatically on every page.

## Target the employer

Keep your audience in mind when creating your resume. Highlight the skills and experience that would be of interest to the employer. Consider tailoring your resume to your employer's requirements by mentioning only relevant skills or ranking most relevant qualifications and experiences on your resume. Be honest about your accomplishments. Don't undervalue them.

## Make it easy to scan

Organize your resume with clear headings for each section (Summary of Qualifications, Education, Work Experience, Academic Projects, Volunteer Experience, Awards, Extracurricular Activities, Certifications, etc.). Make your headings and job titles stand out from your regular text by using bolding and underlining. Use bullet points to separate information. List the most important information first when organizing your headings and content.

## Start with action verbs

List your accomplishments and the skills gained by beginning your statements with action words (i.e. Prepared, Organized, Assisted, Maintained, Developed). Back up your accomplishments and skills with specific examples. Using quantifiable information is entirely optional and can be used when it is appropriate. For example, conducted x number of activities on a weekly basis or delegated tasks to x number of team members.

## Keep it consistent, clear and concise

Use the same formatting throughout your resume. Your resume should be either one page or a maximum of two pages. Try to use space effectively to ensure your resume is easy to read.

## Proofread, proofread, proofread

Always double check for spelling, grammar, and punctuation errors. Always have one or more people review your resume before you begin sending out your application.

# FIRST NAME LAST NAME

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City, Province | [FirstName.LastName@student.ufv.ca](mailto:FirstName.LastName@student.ufv.ca) | 604.123.4567 | [LinkedIn](#)

## SUMMARY OF QUALIFICATIONS

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- Over 2 years of experience providing personalized assistance to students in their job search
- Excellent written communication skills as demonstrated in writing over 25 press releases to promote awareness of youth employment to local newspapers
- Ability to build positive rapport with students, co-workers, and external stakeholders
- Well-developed interpersonal and organizational skills from administrative experience
- Fluent in French and Turkish

## EDUCATION

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### Bachelor of Arts

**September 2019 – Present**

University of the Fraser Valley (UFV)

Abbotsford, BC

- Major in English with a Minor in Psychology with a CGPA of 3.65/4.33
- Relevant courses include Research Methods in Psychology, Social Psychology, Introduction to Storytelling in Indigenous, Theatrical, and Global Communities, Topics in Contemporary Rhetoric

## WORK EXPERIENCE

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### Career Peer

**September 2021 – Present**

UFV Centre for Experiential and Career Education

Abbotsford, BC

- Supporting students on their job readiness skills including resume, mock interview, and job search tips
- Exercising confidentiality and ethical professionalism when handling private and sensitive information
- Developing strong sense of communication skills when working with students from diverse backgrounds

### Accounting Clerk Assistant

**September 2020 – April 2021**

UFV Finance Department

Abbotsford, BC

- Responded to and followed up on invoice inquiries from internal staff and faculty
- Completed journal entries in an efficient and organized manner
- Revised and updated policy manuals for the Finance Department

### Summer Employment Officer

**May – August 2020**

Service Canada Centre for Youth

Abbotsford, BC

- Designed and delivered over 50 employment workshops to students and youth in the Fraser Valley on a variety of topics such as resume and cover letters, accessing the hidden job market and interview skills
- Performed office duties, including answering phones, posting jobs online, and scheduling workshops
- Coordinated special events such as the annual Open House and actively promoted the program to the community

### Server

**January 2020 – August 2021**

Milestones Restaurant

Langley, BC

- Provided friendly customer service in a timely manner
- Responded to inquiries from the public and followed up on special requests
- Contributed to the general operations of the establishment including scheduling reservations, answering telephones, and maintaining cleanliness

# FIRST NAME LAST NAME

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City, Province | [FirstName.LastName@student.ufv.ca](mailto:FirstName.LastName@student.ufv.ca) | 604.123.4567 | [LinkedIn](#)

## ACADEMIC PROJECT

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### Mock Research Project

January – April 2021

Research Methods in Psychology (PSYC 000)

Abbotsford, BC

- Conducted quantitative and qualitative career and leisure activities research project with a team of four
- Designed survey method and instrument for five focus groups
- Researched academic journals and worked on literature review to support findings
- Synthesized and summarized findings to present arguments and overall knowledge building

## VOLUNTEER EXPERIENCE

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### Student Ambassador

March 2022

UFV Career Fair 2022

Abbotsford, BC

- Greeted exhibitors to the event and provided assistance with set up
- Provided guided campus tours of the institution and directed exhibitors to assigned interview rooms
- Assisted with set up and take down of event

### Weekly Drop-in Supervisor/Special Events Volunteer

May 2019 – December 2019

Abbotsford Youth Commission

Abbotsford, BC

- Organized various arts and physical activities and provided supervision for youth between the ages of 12 and 15 for after school programming

## EXTRA-CURRICULAR ACTIVITIES

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### Student Representative

September 2020 – Present

English Student Association

Abbotsford, BC

- Plan events on campus and promote the association to other potential student members
- Organized a monthly Book Club for students and faculty on campus by coordinating guest speakers and preparing handouts for meetings

### Writer

September 2022 – Present

The Cascade

Abbotsford, BC

- Contributed weekly articles to the newspaper covering a variety of topics, focusing on student governance and events on campus
- Partnered with CIVL radio to interview high profile members of the community
- Trained in Adobe Illustrator and Photoshop for layout designs and production

## AWARD

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UFV Outstanding Student Leader Award

June 2022

## CERTIFICATIONS

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Google Project Management Certificate

October 2022

Standard First Aid & CPR

September 2019