

RESUME WRITING

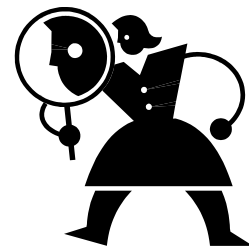
- 1. Start simple.** If you are intimidated or find building a resume a daunting task, start with simple steps, like preparing an outline of the past places you have worked, what education you have, your hobbies, and possibly your skills (e.g. software programs you can work with). The next step is to start to fill in dates and some additional information. At this point, don't worry about making it pretty with formatting etc., you can do that last. Then start adding some of the measureable accomplishments in your positions, like "increased sales by 25% over a one year period."
- 2. Prove to your potential employer that you would be a valuable asset by quantifying your success.** Include examples of how you increased revenues, productivity, efficiency and sales, or how you reduced costs such as overheads.
- 3. Keep it simple.** Don't put too much fancy formatting into your resume, because, once in a while your formatted version sent to a recruiter or potential employer will open with different fonts and completely different formatting. Poor formatting suggests you can't prepare a proper document.
- 4. Triple check and then check again.** Spell check, grammar check and content check. Then have a friend repeat.
- 5. Keep it short and concise.** Two to three pages depending on experience is often standard. A well organized three page resume with professional structure and white space is always preferable over a condensed one pager.

For additional tips please contact:

Rachael Maxcy

Tel: 604 806-5323

E-mail: rmaxcy@bchs.bc.ca



** Please note: recommendations will vary according to the recruitment group or company that you are talking to.*