

Resumes that Work.

Here's how to wow them in 30 seconds flat.

Employers typically scan resumes for less than a minute – so make it count.

- 1. Customize it.** Instead of sending the same generic resume to every company, tailor your resume to quickly and clearly convey how you meet the specifics of the position you're applying for. Start by identifying the particular skills and experience the employer is after and adapt your resume to address each. Include keywords mentioned in the job postings, to grab the employer's attention.
- 2. Start with a bang.** The top third of Page 1 is the most valuable real estate on your CV. Don't waste it! Skip the boring, one-size-fits-all objective statement and open with a powerful testimonial on what you bring to the table – a profile of really strong key selling points about yourself (e.g. years of experience, skills relevant to the job, etc.)
- 3. Lead with your strengths.** Follow up your compelling profile with your most relevant and significant information. For instance, if you have little or no real work experience but you've just obtained a degree in your field, start by listing your areas of expertise and education first. If, on the contrary, you have many years of pertinent experience or really sharp technical skills, open immediately with those. Many employers simply scan through the first part of a CV, so it is important to tell them what they want to know right away. You may be the perfect fit for their job, but if you bury important information at the end of Page 2, they will likely never know it.
- 4. Get to the point.** Tell the employer what they need to know in the most succinct and concise way. Do not lose their attention by going into tedious detail about every single responsibility (you can discuss these further in the interview you'll land with your exceptional CV!).
 - Avoid vague, generic terms, and use quantifiable examples. For instance, "strong leadership abilities" is a relatively weak statement as compared to "supervised a team of 15 agents", which proves your leadership qualities.
 - Use action words to add life to your CV, such as "achieved", "developed", "managed", etc.
- 5. Presentation is everything.** Think of your resume as your personal brand. It must be attention-grabbing, easy to read, and professionally presented.
 - Use bulleted sentences, rather than wordy paragraphs. This makes your CV easier to scan and absorb.
 - Keep it to two pages – any longer and you risk overwhelming and frustrating the reader.
 - Run a spell and grammar check! Spelling errors, typos, and poor grammar rate leave the reader with the impression that you are careless and not detail-oriented.
 - Ensure that the important information stands out. Reviewers often scan for companies worked for, job titles, and dates. Use a bold typeface to ensure they are clearly visible.
 - Ensure that formatting is uniform and appealing. Choose a pattern of spacing, typeface, and highlighting, and apply it consistently.
- 6. Have someone review it.** Despite the best proofreading efforts, it is often difficult to spot your own errors. It is also sometimes challenging to evaluate yourself honestly and in the most positive light, which means you may fail to communicate all your accomplishments. A reviewer can help you discover mistakes and omissions made unconsciously and can point out additional ways to help you shine.



Chronological Resume

The most popular form of presentation, this format is a chronological listing of your experience, starting with the most current and working backwards.

Hannah Roberts
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PROFILE

EXECUTIVE ASSISTANT with over seven years experience | editing and formatting expert, with exacting attention to detail | experience preparing major bids and proposals | reliable project/contract management and coordination abilities | confident and poised, comfortable dealing liaising with individuals at all levels | hands-on leadership and managerial skills.

EXPERIENCE

2010-present

GREEN ENGINEERING INC. Montreal, Quebec
Executive Assistant / Administration Manager (2013-present)

- Providing support to the President and Vice-President of a high tech engineering firm.
- Supervising the Company's administrative support team of five assistants.
- Preparing confidential correspondence, reports, proposals, and presentations.
- Scheduling and maintaining executive calendar of appointments.
- Coordinating Board of Directors and Shareholders' meetings and preparing all related documentation (minutes, resolutions, agendas, etc.)
- Overseeing production of all technical manuals, reports, forms, and brochures, with special attention to confidentiality issues and maintaining corporate image.

Administrative Assistant (2010-2013)

- Edited, formatted, and translated large documents (technical manuals, reports, forms, and brochures).
- Provided administrative support to a team of chemical engineers.
- Organized corporate events, company tours, and important visits.
- Coordinated travel arrangements.

Achievements:

- Participated in bid preparation and presentation for the military, resulting in \$10 million research grant.
- Awarded a trip for outstanding commitment to a proposal project (contract of US\$4 million won).
- Successfully organized logistics for move of head office to new facilities (80 people).
- Received the "President's Award" in 2011, as Employee of the Year.

2008-2010

CCC MANAGEMENT INTERNATIONAL Montreal, Quebec
Assistant to Leasing Representative (2010)

- Prepared leases and handled prospective tenants for a large, downtown office building.
- Performed reception duties (telephone, courier, etc.)
- Handled tenant grievances and emergency situations.
- Prepared correspondence (memoranda, letters, contracts, etc.)
- Managed all payroll, invoices, and deposits.

Achievements:

- Worked 30 hours/week while in university, and maintained an above 80% average.

SKILLS

Languages: English, French (excellent written and spoken)

Computer Skills: Advanced Word, PowerPoint, Excel, WordPerfect, Outlook, Photoshop, Illustrator

EDUCATION

2007-2010 **UNIVERSITY OF WATERLOO (part-time)** Waterloo, Ontario
 Bachelors of Environmental Studies (completed)

2005-2007 **COLLEGE NOTRE-DAME** Westmount, Quebec
 Diploma of Collegial Studies, O.S.T. (completed)

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EXECUTIVE ASSISTANT

Document Creation • Meeting Coordination • Travel Arrangements • Special Projects
 Personal Assistance • Public Relations • Writing & Editing

Five years of experience in various administrative roles, including Executive Assistant high profile individuals. Confident and poised, with extensive experience dealing with the public. Discreet, trustworthy and resourceful. Expert computer and language skills. Strong leadership abilities, with experience managing a team of 12 administrative support personnel.

EXPERIENCE HIGHLIGHTS

Executive Support

- Provided administrative support to the President and Vice President of a high tech firm.
- Prepared press releases and dealt with media relations and government officials.
- Prepared confidential correspondence, reports, and presentations.
- Scheduled and maintained executive calendar of appointments.
- Coordinated travel arrangements.
- Organized press conferences, corporate events, company tours, and important visits.

Administrative Support – Engineering, Legal & Real Estate

- Provided administrative support to two lawyers, while attending college.
- Provided part-time administrative support to a well-known property management firm.
- Performed general reception duties (telephone, courier, etc.)
- Prepared administrative support for a well-known property management firm.
- Prepared leases and dealt with prospective tenants for a large, downtown office building.
- Handled tenant grievances and emergency situations.
- Prepared payroll, invoices, and deposits.

Document Preparation

- Edited, formatted, and translated technical manuals, reports, forms, and marketing materials.
- Prepared advanced PowerPoint presentations (technical and sales), including sound and animation.
- Worked with QA Director to fully document new ISO procedures, including design and creation of all related manuals and forms.
- Responsible for reviewing all important outgoing company material in regards to confidentiality issues and maintaining corporate image.
- Involved in the preparation of various legal documents for the City of Westmount.

Supervisory & Management

- Supervised a team of five, including administrative assistants, clerical staff, and reception.
- Participated in administrative staff hiring, training, evaluations and scheduling.
- Orchestrated/organized logistics for move of head office to new facilities (80 people).

EMPLOYMENT HISTORY

Dec. 2014-present Apr. 2014 – Dec. 2014 (contract) Mar. 2013 – Apr. 2014 (contract) Jan. 2012 – Jan. 2013 (contract) Feb. 2012 – Dec. 2012 (contract) Nov. 2010 – Feb. 2012 (part-time)	EXECUTIVE ASSISTANT, Dewan Technologies Inc. EXECUTIVE ASSISTANT, Green Engineering SUPPORT SERVICES MANAGER, Green Engineering ADMINISTRATIVE ASSISTANT, Bombardier OFFICE CLERK/RECEPTIONIST, Goudreau, Boisclair, Lepine LEASING ASSISTANT, CCC Management International	Dorval, Quebec Montreal, Quebec Montreal, Quebec Ville Saint-Laurent, Quebec Westmount, Quebec Montreal, Quebec
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EDUCATION

University of Waterloo
 College Notre-Dame

Bachelors of Environmental Studies (BES) (Completed)
 Diploma of Collegial Studies (DEC), O.S.T. (Completed)

Waterloo, Ontario
 Westmount, Quebec

Functional Resume

Useful for mature professionals or individuals who have undergone a series of job changes or periods of unemployment, this format focuses on skills, rather than how and when they were acquired.