**Instructions**

**HIGH IMPACT STATEMENTS** – USE FOR ALL SKILLS ON RESUME:

* Put skills in order with the most relevant skills at the top of each section.
* Begin each statement with an **action verb** and follow the formula. See the examples below:

**Formula**: **(A) Skill you used – (B) describe how you used it – (C) positive outcome**

1. Creates Excel spreadsheets (**B**) to organize and analyze information (**C**) for statistical reports
2. Operates Point of Sale cash register (**B**) to process cash, debit and credit transactions (**C**) accurately
3. Prepares nutritious meals (**B**) according to dietary needs (**C**) to delight restaurant guests
4. Collaborates within a team (**B**) to achieve goals (**C**) ahead of deadlines

**PROFILE – INSTRUCTIONS**

* You can choose to write this in a brief paragraph (3-4 sentences) or in point form (5-7 bullet points).
* For your first statement, use a job title that demonstrates your skill for this job. Then state how many years of experience you have or identify a skill that you are especially good at related to the job.

 Example A: Customer service and sales representative with 3 years of experience.

 Example B: Fish and Wildlife Technician with accurate species identification skills.

* In the job posting, review the “required qualifications” or “what we are looking for” section.
* Identify key skills that you have used. Include these key skill words in your resume
* Describe how you have used the skill in your own words as it relates to the job using the **High Impact Statements** (instructions above).
* Include a combination of:
* Specialized skills/knowledge from school, work or volunteer activities that relate to the job
* Qualities that make you a good worker like problem solving, leadership and teamwork
* Required or asset certifications: First Aid, WHMIS, Health and Safety, etc.
* Computer Skills, equipment/tools, technical skills or languages relevant to the job
* DO NOT include skills/knowledge that cannot be supported by examples

**EDUCATION – INSTRUCTIONS**

* If your education is relevant to the job, this section will go just below the Profile.
	+ Use **HIGH IMPACT STATEMENTS** for 3-7 skills/knowledge points
	+ Refer to the “Learning Outcomes” sections in your course outlines for skills to include in your own words
	+ List key academic courses that are relevant to the position and describe what you can do on the job as a result of your learning
* If you are applying for a job that is not related to your education, for example a part-time job at Walmart or Tim Horton’s, move the education section below Relevant Skills OR Employment Experience and don’t include bullet points.

**RELEVANT SKILLS – INSTRUCTIONS**

* Skill sets: Identify 1 – 3 of the most important skill sets (a skill set is a group of related skills) required for the job you are applying to. Put the most relevant skill set first. (For example a restaurant job might need Customer Service, Cleaning and Food Handling skill sets. If it is a cooking job, the food handling skill set would be first.)
* Create 3-7 **HIGH IMPACT STATEMENTS** for each skill set. Describe your skills, accomplishments and experience.

For example, Customer service skills might include:

-Greeted customers and offering information about desired products and locations

-Suggested products and services based on customer interests to increase sales

-Generated solutions for customer concerns that adhere to company policy

* Include skills you have used at home, work, school or volunteering. Put the most relevant skills at the top of their section.

**WORK EXPERIENCE – INSTRUCTIONS**

* Include work, placements, internships, co-ops OR you can have a separate section for each
* List the jobs you have done from most recent to least recent. Include in order: the job title, company, location and date you worked at each job.
* If the work experience relates to the job posting, include 3-7 **HIGH IMPACT STATEMENTS** to describe the skills you used there.
* If the work experience does not relate to the job posting:
	+ Include any skills that are similar or related to those listed in the job posting. Consider removing unrelated skills so that your resume is well “branded” for the job posting.

**OPTIONAL SECTIONS - INSTRUCTIONS**

**Volunteer or Community Involvement** – Use the format and instructions for the Work Experience section, above.

**Accomplishments** - Highlight achievements, awards or project contributions significant to the job posting

**Professional Development** - Include special training courses, conferences/seminars attended, etc.

**Certifications or Licenses** - List relevant certifications/licenses, professional memberships and year achieved

**Additional Work Experience** – List work that is not related to the job you are applying to here

**Tools and Equipment** – List specific types of equipment and include PPE if applicable

**Software Proficiencies** – List relevant computer skills and use high impact statements

**Name**

City, Province | Phone number | Email | LinkedIn

**PROFILE**

Title and years of experience or specialized skills

* Qualification 1
* Qualification 2
* Qualification 3
* Qualification 4
* Qualification 5

**EDUCATION**

**Credential, Program** – School, City, Province (or Country, if outside of Canada) Date from - to

* Skill or knowledge 1
* Skill or knowledge 2
* Skill or knowledge 3
* Skill or knowledge 4
* Skill or knowledge 5

**RELEVANT SKILLS**

**Skill set #1**

* Skill 1
* Skill 2
* Skill 3
* Skill 4

**Skill set #2**

* Skill 1
* Skill 2
* Skill 3
* Skill 4

**WORK EXPERIENCE**

**Your job title** – Name of organization, City, Province Date from - to

* Brief description of skills/your contributions (optional)

**Your job title** – Name of organization, City, Province Date from - to

* Brief description of skills/your contributions (optional)

**COMMUNITY INVOLVEMENT** (optional)

**Your role title** – Name of organization, City, Province Date from – to

* Describe what you contributed and the positive outcome