FANSHAWE
Toronto@ILAC

# Canadian-Style Resume Checklist

NECESSARY CONTENT:

|  |  |
|---|---|
|  | **Personal Information:** Full name as heading, followed by contact information in (xxx)-xxx-xxxx format, city and postal code, and professional email address. Linkedin optional. |
|  | **Objective/Summary:** 2–4 sentence snapshot of your career. Covers top achievements, including professional accomplishments, educational background, top skills, expertise. Should address that you are a student in (x) Program of (x) School, seeking a position in (x) industry. |
|  | **Skills section:** Includes 6-8 soft skills + hard skills. Skills should be woven into short phrases with descriptive language specific to you and your industry of interest. Soft skill example: clear and concise communication. Hard skill example: Fluent in Microsoft Excel. Must be in bullet-point form. |
|  | **Work Experience section:** Must go in the following order: Position • Company Name • Company Location • Dates Employed (ex:; May 2017- June 2022) • Company Description (*if not self-explanatory) • Responsibilities & Achievements (4–8 bullets per position). Must provide metrics, measurables and outcomes. |
|  | **Volunteer Section:** Provide volunteer work under work experience section with same format as work experience section: Position • Company Name • Company Location • Dates Employed (ex:; May 2017- June 2022) • Company Description (*if not self-explanatory) • Responsibilities & Achievements (4–8 bullets per position). Must provide metrics, measurables and outcomes. |
|  | **Education section:** Must go in the following order: • Program Name - E.g., "Diploma in Business" • College - E.g., "Fanshawe College'" • Location - Toronto, Ontario • Years Attended - (ex: "September 2020 – Expected Graduation Date August 2021") • (Optional) GPA - E.g., "3.7 GPA" • (Optional) Honours –E.g., "Valedictorian" (Dean's list) • (Optional) Achievements - Did you win any awards during university?. *Please only include GPA if above 3.5.* |
|  | **Certifications and Achievements section:** Lists any certifications specific to your program (ex. For Hospitality: Smart Serve, Health and Safety, AODA, etc. For Health Programs: First Aid/CPR, RN number, etc). List any achievements relevant to your program, too. |

NECESSARY FORMATTING:

|  |  |
|---|---|
|  | Resume should not exceed 2 full pages. |

| | |
|---|---|
| | Layout is structurally correct. |
| | Resume is tailored to your specific program of study / industry. |
| | Spelling / Grammar is correct. |
| | Work / Education sections are in chronological order, with most recent work/study at top of the list, and oldest at the bottom. |
| | Job descriptions are specific and worded clearly for employer to understand the tasks at hand. |
| | Font is coherent throughout the resume. |
| | Font size is not dramatic. |
| | References should not be provided in the resume. |