

COMBINED RESUMES

NAME

Address

City, Province, Postal Code

Phone Number Email address

CAREER OBJECTIVE (Optional)

The objective is your opportunity to highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills make you an excellent candidate.

The objective should be customized to each particular position. This section must be clear and well written. Avoid using personal pronouns. *You can also substitute or add a Skills Profile here.*

EDUCATION

Title of Degree

20xx – Present

Carleton University, Ottawa, ON

- Relevant courses/Special projects: (optional)
- Title of thesis:
- Scholarships, awards, Dean's List

SKILLS AND ABILITIES/SKILLS SUMMARY

This section allows you to use 2 or 3 subtitles to divide your experiences into areas of skills, such as communication skills, analytical skills, management skills, technical skills, interpersonal skills, etc. To determine what skills to highlight, consider what the employer's needs are for the position you are seeking. Your experience can come from paid positions, volunteer work, or academics.

Communication Skills

- Effectively wrote summer students' progress reports relating to.....
- Independently presented a seminar on.....
- Accurately advised senior staff regarding.....

Analytical Skills

- Researched..... resulting in a publication on.....
- Conducted focus groups resulting in successful marketing strategies on.....
- Surveyed..... resulting in an A+ research paper which was presented.....

Management Skills

- Trained student staff on safety procedures resulting in fewer accidents during.....
- Successfully co-ordinated a meet and greet gathering for students in....
- Effectively supervised volunteers to assist with a successful fundraiser for.....



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WORK EXPERIENCE

List previous or current positions that are related to the job you are currently seeking in reverse chronological order (i.e. most recent first and work backwards). You may list some of the skills you acquired in these positions but the majority of your relevant skills and experiences should be included under your 'Skills and Abilities' section. Do include your job title, place of employment, geographic location and related dates. Use complete **accomplishment based statements**.

Title of Position

20xx-20xx

Name of Company/Organization, City, Province/Country

- Begin your statements with action words (i.e. developed, delivered, researched, conducted, contacted, constructed, assembled, computed, designed, installed, etc.)
- If you are currently doing the job, use present tense action verbs (i.e., conduct presentations). If the job listed was done in the past, use past tense action verbs (i.e., conducted presentations).

VOLUNTEER EXPERIENCE (Optional)

This section may be omitted if its content is not relevant. You may also include your volunteer work under your "Extra-curricular Activities" heading. Follow the guidelines used for outlining your "Work Experience" above and include the title of your position, the name of the organization and the dates you were associated with this organization.

Title of Volunteer Position

20xx-Present

Name of Company/Organization, City, Province/Country

- Include 3-5 bullet points of accomplishment based statements to describe what you did, how you did it, etc.

APPLIED PROJECTS (Optional)

In this section you can highlight any major projects, assignments, or presentation you may have completed during your studies that have provided you with some practical experience. Discuss the problem or challenge, the technology and technical skills involved, methods used and results obtained.

Title of Project/Topic

Fall 20xx

Course title (COURSE CODE -optional)/Department, Carleton University, Ottawa, ON

- Include 3-5 bullet points of accomplishment based statements to describe what you did, how you did it, what technologies or techniques you used, etc.

EXTRA-CURRICULAR ACTIVITIES (Optional)

Can include **current** volunteer work (if not including a volunteer experience section), as well as sports activities, hobbies, club/group memberships. Include your student memberships in professional organizations such as CIPS, IEEE, Commerce Society, etc. Try to avoid listing activities from high school as your list should be **current**. Extra-curricular activities can demonstrate: teamwork skills, leadership abilities (i.e., Club President, Team Captain), time management (i.e., balancing academic and recreational activities), organizational skills (i.e., planning events).

- Member, Student Association of Career Development, 20XX



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