

MAKE A GREAT IMPRESSION:

BE CAREER-READY WORKSHOP

Presented by:

Stacey-Ann Morris

Career Development Officer



Carleton University would like to acknowledge the Algonquin nation whose traditional and unceded territory we are gathered upon today.



Carleton
University

Career
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OBJECTIVES



1. Learn and discuss what **employers are looking** for in candidates.
2. **Identify and communicate your transferable skills** and competencies for resumes/CVs or interviews, and develop a **personal elevator pitch** for future networking opportunities.
3. **Dissect a sample job description** by reviewing skills/competencies and draft accomplishment statements.

THE EMPLOYER'S PERSPECTIVE



IF YOU WERE A HIRING MANAGER....

What Qualities Would
You Look For In A Candidate?



WHAT ARE EMPLOYERS LOOKING FOR?

“It’s not about the degree. It’s about the skills you gained and the person you are”

– Ian Wereley, Executive
Director of the Canadian
Association for Graduate Students



Are you ABLE to do the job?



Are you going to LOVE the job?



Can we COLLABORATE with you?

WHAT EMPLOYERS ARE SAYING

- They want to hear about your entire academic journey, especially about your projects
- Your academic experience has value & adds to your personal brand
- They really value diverse experiences, diversity, equity, inclusion and belonging & health and wellness are important
- Hiring trend: skills focused, especially human skills, values



Global Agenda Education and Skills Workforce and Employment Digital Economy and New Value Creation

Why skills - not degrees - will shape the future of work



Skills - not educational qualifications - are becoming more valuable to employers

Image: Shutter at Photos

11 Sep 2022

Ravi Kumar S.

This article is part of the The Jobs Reset Summit



Search



Home



My Network



Jobs



Messaging



Notifications



Me



Work

The future of work hinges on skills, not college degrees

Published on May 17, 2022

< Learning & development

Skills-based hiring: why traditional hiring methods don't work anymore

SKILLS

Top 10 Skills Needed by Employers

- Management
- Communication
- Customer Service
- Leadership
- Sales
- Project Management
- Research
- Analytical Skills
- Marketing
- Teamwork



A top-down view of a person sitting in a white chair, wearing a maroon long-sleeved shirt and maroon pants. They are holding a white stylus in their right hand, pointing at a tablet. The tablet is resting on their lap and displays a digital art application with a colorful geometric pattern of purple, gold, and pink shapes. The person's left hand is resting on the tablet. They are wearing a pink wristband on their left wrist and a gold bracelet on their right wrist. The background is a light-colored wooden floor.

IDENTIFYING YOUR COMPETENCIES + SKILLS

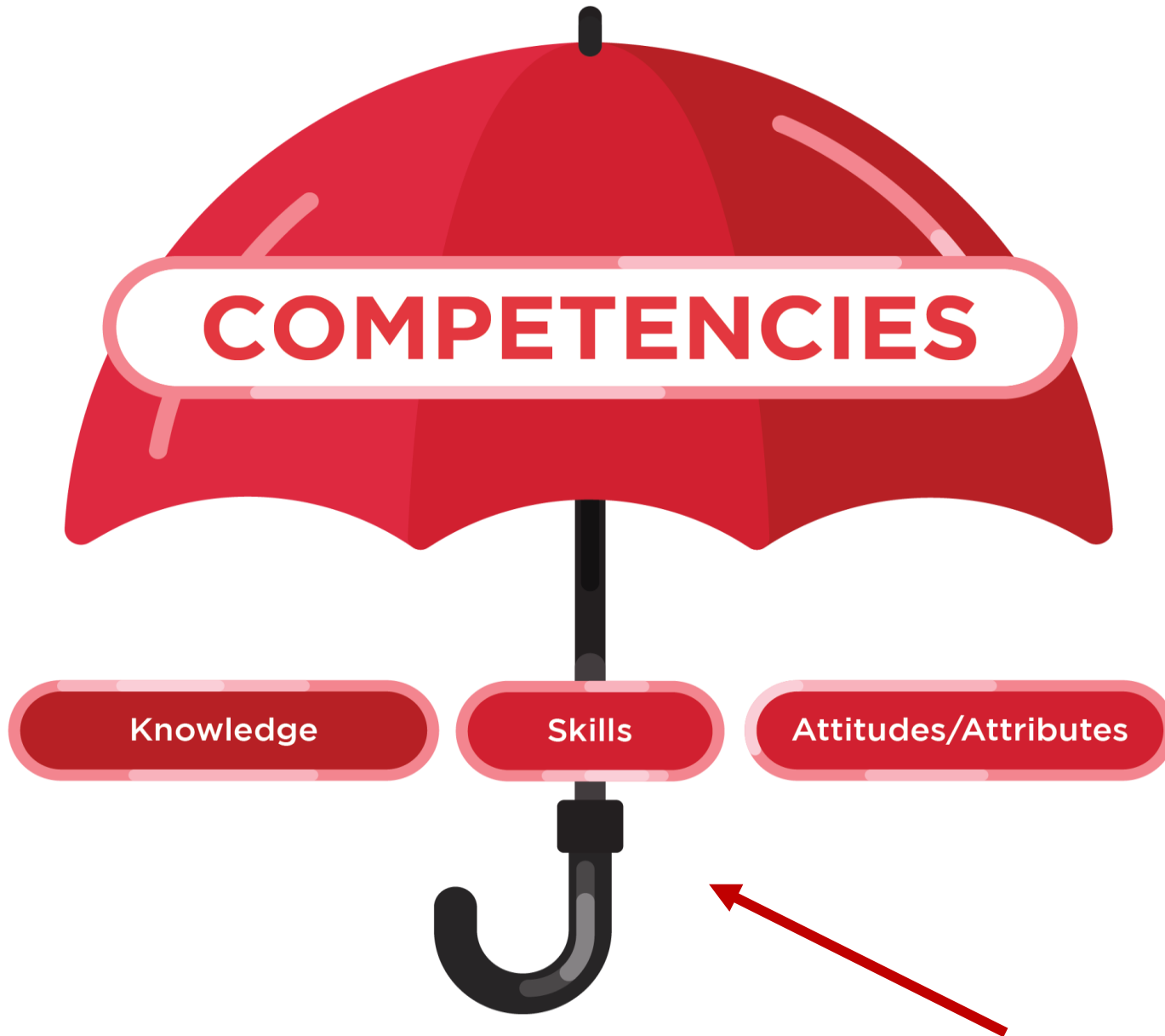
WHO ARE YOU?



- Skills/competencies
- Values
- Environments
- Challenges

WHY COMPETENCIES?

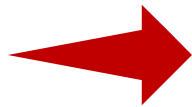
- Develop the skills employers are seeking
- Articulate your story to an employer and other professionals
- Strategize how to continue growing



TRANSFERABLE SKILLS

Skills you gain in one situation that can be used in other situations.

92% of recruiters say human (soft) skills matter as much or more than technical skills¹



1. [LinkedIn Global Talent Trends 2019](#)

TECHNICAL SKILLS

Technical skills (AKA: Hard Skills) are abilities and knowledge required to perform specific tasks. They are practical, measurable, provable and experience-based.



Examples:

- Microsoft Office tools
- Adobe Creative suite
- Hardware Operating Systems
- Data Processing
- Lab Equipment
- Mathematical formulas
- Computer languages/programming
- Data Collection

HUMAN SKILLS



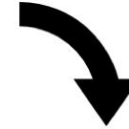
Human skills (AKA people skills) are the personal attributes you need to succeed in the workplace. These are often related to how you work with others.

Examples:

- Communication; writing reports/findings, public speaking/presentation, active listening, negotiation
- Problem Solving + Critical Thinking; research, info gathering, data analysis, identifying themes and patterns
- Project Management + Planning; establishing priorities, time management, attention to detail



**IDENTIFY
COMPETENCIES**



**ARTICULATE
COMPETENCIES**



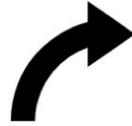
**UPDATE
APPLICATION
DOCUMENTS**



**APPLY TO JOBS
OR GRADUATE
SCHOOLS**



**DEVELOP NEW
COMPETENCIES**



SKILLS DEVELOPED FROM BEING A SCIENCE STUDENT

- Investigative and research skills
 - Laboratory experiments
 - Field work
- Data collection and analysis
- Conduct scientific testing
- Logical reasoning
- Operate scientific/lab equipment
- Oral and written communication skills
- Critical thinking
- Problem solving skills
- Decision making skills
- Teamwork skills
- Independence
- Time management



YOUR DEGREE, YOUR FUTURE



Skills you're
gaining as part
of your
program



Bachelor of Mathematics



Bachelor of Media
Production and Design



Bachelor of Music



Bachelor of Public Affairs
and Policy Management



Bachelor of Science



Bachelor of Social Work

YOUR DEGREE, YOUR FUTURE



Skills you're
gaining as part
of your
program

Nanoscience

Neuroscience

SKILLS

CAREERS

SEE WHAT ALUMNI ARE DOING

Skills and knowledge you may gain from your program:

- Investigative and research skills; the collection, analysis and interpretation of data using the appropriate laboratory and/or field techniques; organizing vast amounts of data
- Logical reasoning/critical/analytical thinking
- Aptitude for electronics and computing
- Operate scientific/lab equipment
- Oral and written communication skills: presenting and communicating technical and scientific data and ideas clearly and articulately to both the scientific and non-scientific communities using current technology
- Creative thinking; problem solving skills; approaching topics and problems from various perspectives; analyzing multiple dimensions of a problem; identifying problems and developing solutions; decision making skills
- Design experiments; develop theories
- Teamwork skills: the ability to oversee, supervise and/or contribute to a project
- Independent worker
- Data, time and resource management
- Inspect specimens


Neuroscience and Mental Health

ACTIVITY: SKILLS INVENTORY


o Choose your own Adventure:

Select 2 Competencies:

1. Career Management
2. Communication
3. Community Engagement
4. Discipline-Specific Knowledge
5. Diversity & Intercultural Awareness
6. Digital Literacy
7. Leadership
8. Research & Analysis
9. Innovation and Collaboration
10. Professionalism & Work Ethic




Career Competencies Inventory: **Communication**



Instructions: In the workshops, review the following skills and write your proficiency level to the best of your knowledge:

- 1 = **No Experience**
- 2 = **Getting Started:** You are getting started and have a beginning/introductory knowledge and require close and extensive guidance.
- 3 = **Developing:** You have functional and developing knowledge but limited experience and need close guidance performing this competency to complete responsibilities.
- 4 = **Proficient:** You consistently met the proficiency level and can complete diverse responsibilities and in difficult situations. Requires occasional guidance.
- 5 = **Advanced:** You can successfully perform actions associated with this competency and recognized as a resource and expert to others. For example, you can consistently provide guidance, troubleshoot, and answer questions related to this competency.

Communication Skills	Write the appropriate level of proficiency: 1 2 3 4 5 (see above for definitions)
Verbal	
Clearly convey information, ideas, thoughts, and feelings	
Confront and express opinions without offending	
Listen and ask questions to understand	
Present ideas effectively in speeches or lecture	
Persuade/influence others to a certain point of view	
Active participant in group discussions and teams	
Develop rapport easily with groups of people	
Train or teach new skills	
Identify barriers to communication and adapts style to be clearly understood by diverse audience	
Writing	
Effectively communicate through written words	
Write technical language, manuals, grants, and reports	
Carefully edit and proofread written materials	
Visual	
Read or share information presented with a variety of media	
Utilize all forms of technology for writing	
Non-verbal	
Respond to non-verbal cues	



Levels of Proficiencies

Scale	Category	Definition
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Questions

1. After completing your assessment, identify your strongest skillsets.
2. Refer to your assessment and review the skills that need the most development or additional experience.



Name: _____

Career Designing: Worksheet

A. Self-Exploration

What are your skills/competencies? Include both technical and human/soft skills.

1. _____
2. _____
3. _____
4. _____
5. _____

Which skills do you want to use on a job?

What type of environment would you like to work in?

What challenges in the world do you want to work on?

What are your work values?

Interests

- o What you enjoy doing: hobbies, the sort of tv shows you like to watch, the books you like to read, websites you visit, subject matter that is appealing to you

Environments

- o Setting, social features and physical conditions you want in a job.
- Location: a specific city, area, rural/urban
- Physical Environment: the size, layout and location of a workplace, whether work is conducted indoors or outdoors, the facilities offered in a workplace and the furnishings used while working.
- Culture: the way a company and its employees operate, including what effective communication looks like between different levels of staff, employees' perspective of company leaders, the company's goals and what the organization values.

Experiences

- o In your previous experiences, what tasks/projects did you enjoy most? (e.g.: helping youth at a summer camp)
- o Experience can include Previous/current jobs, volunteer opportunities, courses, classes, community projects, hobbies, extracurricular experiences, etc.

Challenges

- o Something that ignites you to pursue change or progress.
- o Are there any local, global, or personal challenges you would want to be part of finding a solution for?

Career Exploration Worksheet

Values

- o Personal ideals, motives, and beliefs that help you identify what's most important in your professional career.
- o What motivate you to work and contribute to your overall work satisfaction and success

Example of Values


Values	Description
Help Society	Do something which contributes to improving the world we live in
Help Others	Be directly included in helping people, individually or in small groups
Public Contact	Have a lot of day-to-day contact with the public
Work with Others	Work as a team member toward common goals
Work Alone	Do projects by myself, with limited contact with others
Competition	Engage in activities which pit my abilities against others
Make Decisions	Have the power to decide courses of action and policies
Work Under Pressure	Work in situations where time pressure is prevalent
Influence People	Be in a position to influence the attitudes or opinions of other people
Knowledge	Engage in the pursuit of knowledge and understanding
Work Mastery	Become an expert in whatever work I do
Artistic Creativity	Engage in creative artistic expression
General Creativity	Have the opportunity to create new programs, materials or organizational structures
Aesthetics	Participate in studying or appreciating the beauty of things and/or ideas
Supervision	Have a job in which I am directly responsible for the work of others
Change and Variety	Have work activities which frequently change
Precision Work	Work in situations where attention to detail and accuracy are very important
Stability	Have a work routine and job duties that are largely predictable
Security	Be assured of keeping my job and receiving satisfactory compensation
Recognition	Be publicly recognized for the high quality of my work
Fast Pace	Work in circumstances where work must be done rapidly
Excitement	Experience a high degree of (or frequent) excitement in the course of my work
Adventure	Have work duties which require frequent risk-taking
Financial Gain	Have a high likelihood of achieving very great monetary rewards for my work
Physical Challenge	Do activities that use my physical capabilities
Independence	Be able to determine the nature of my work without significant direction from others
Moral Fulfillment	Feel that my work contributes to a set of moral standards which I feel are very important
Community	Live where I can participate in community affairs
Time Freedom	Be able to work according to my own schedule
Innovation / Creativity	Be able to come up with new ideas or new products

- Help People Reach Their Potential
- Build The School of the Future
- Advance Virtual Reality
- Collect and Use Big Data
- Redesign Health Care System
- Solve new challenges through Entrepreneurship
- Establish Fair Trade
- Foster Sustainable Development

Technical / Hard Skills:

Identifiable, you can prove you have these skills

Computer Skills
Writing Skills
Math Skills
Foreign Languages
Analysis
Design
Editing (Translation/Editing)
Development

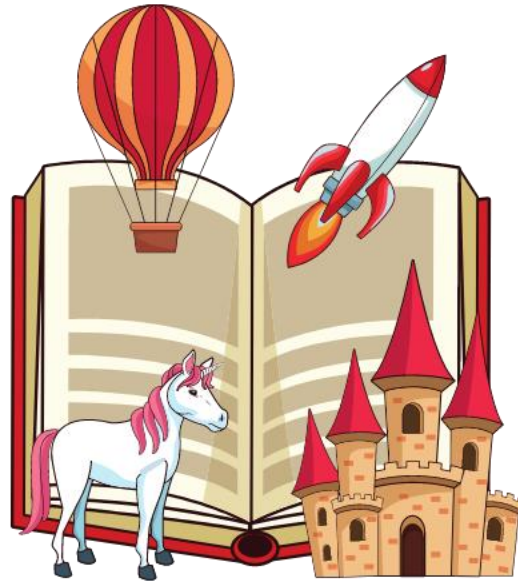
A woman with dark, curly hair, wearing a white button-down shirt and a grey skirt, is smiling and shaking hands with a man in a dark suit. They are in a modern office with large windows in the background. The text "ARTICULATING YOUR SKILLS" is overlaid on the image.

ARTICULATING YOUR SKILLS

Employer Tip!

**Transferable skills
rather than jobs titles
inform workforce
hiring decisions**

Show me, don't
tell me!





Free download

Use Storytelling to Persuade and Motivate Your Audience

October 27, 2020



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Post



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Print

Telling a good story can help you win over a colleague, a team, an executive, a recruiter, or a large audience. But what does that look like? The best stories don't just communicate information or elicit an emotional reaction — they're also a tool to persuade and motivate people. So start by contextualizing your story, tying it back to the case you're trying to make. Tailor it to the needs of your audience: Speak to their specific anxieties or concerns, and avoid bland platitudes that could apply to anyone. Be clear about what you want them to do. If you give your audience practical advice and direction, you empower them to take action and make your story their own. Finally, stay humble. Don't be afraid to share stories of failure, moments of weaknesses, or times you needed help from others. Genuine humility shows you have the capacity for growth and learning, which everyone can relate to. Of course, telling a good story takes practice — but done well, it will help build credibility for yourself and your ideas.

THREE DIFFERENT KINDS OF STORIES

- The detailed story – best for family and friends
- The tailored story – resumes and interviews
- The short and sweet story – LinkedIn & Elevator pitch

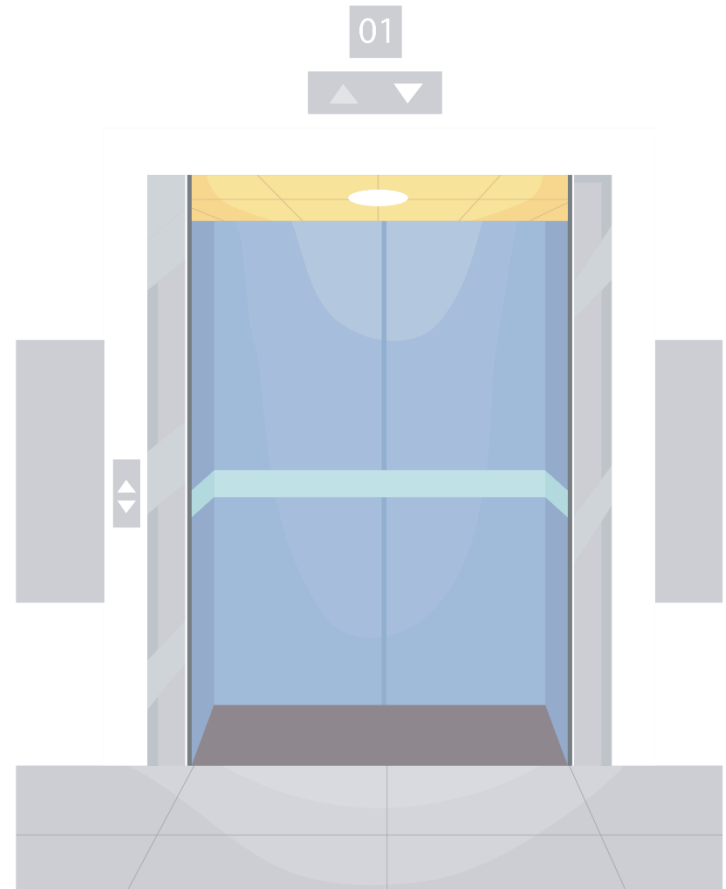


SHORT & SWEET STORY



ELEVATOR PITCH

- What your studying (Program/Degree)
- Key skills/strengths
- When you are expecting to graduate
- Career interests
- Work values
- A question to keep the conversation going



ACTIVITY



Career
Services

Prepare your Elevator Pitch

1) What are you studying?
(program/degree?)

Write your response:

2) Career Interests (Why are you in
your field of study? Where do you
see yourself headed?)

Write your response:

3) What are your capabilities?
(Key skills/strengths)

Write your response:

4) A question to keep the
conversation going (What do you
want to know about the
person/company/industry?)

Write your response:

5) Put your pitch together!

Write your response:

Step 1: Draft your elevator pitch.
Jot down some points that you would
include in your pitch in each box

Remember!

- Education
- Skills/strengths
- Goals/interests
 - Values
- What you could bring to their organization



Career Services
CARLETON UNIVERSITY



Personalize your
career story on LinkedIn

I am studying...



What hidden talents
do you have?

I chose to study
because.....

Currently, I am doing....



Name one word to
describe yourself.

I have these skills:

After I graduate I hope to ...



What do you enjoy doing
outside of work and
school?



- What's a fun fact about why I'm in my current profession or program?
- What motivates me to study this or work in this industry?
- What exactly do I do/study? (Skills, software, platforms utilized etc.)
- What are some memorable work or study moments?
- When someone views my LinkedIn Profile, what action do I want them to take after reading this section?

ACTIVITY

SPEED ELEVATOR PITCH

1. Pick a partner and say your elevator pitches to each other
2. Provide feedback to each other
 - ✓ Tone
 - ✓ Body language
 - ✓ Clear and concise
- ✓ Question to help continue the conversation

THE TAILORED STORY



INTERVIEWS



TYPES OF INTERVIEW QUESTIONS

Information Based

- Related to your background, knowledge about the company and skills

Behavioral

- Requires you to provide examples to demonstrate your experience and skills

Situational

- Used to assess your critical thinking skills and evaluate your decision making

Technical

- Used to test your technical knowledge, and determine your hard skills
- Logic & reasoning

HOW WILL I KNOW WHAT THEY'LL ASK?

You'll never know exactly what an employer is going to ask....

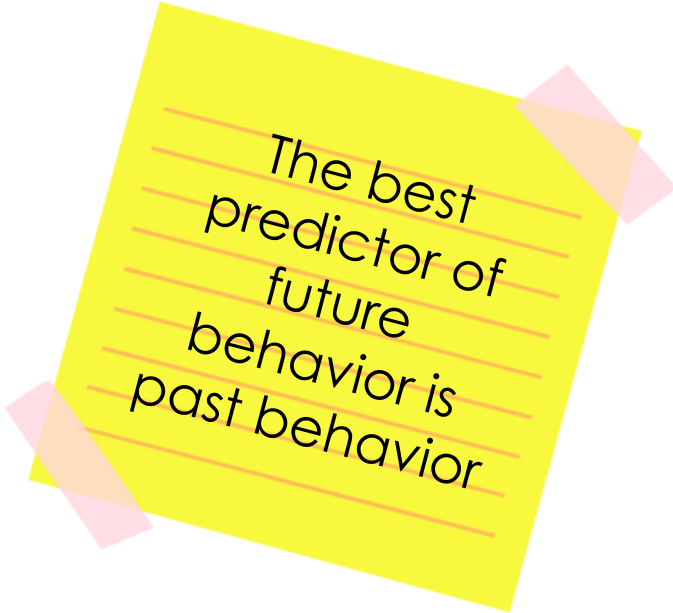
BUT...

You can make an educated
guess based on the job
description.

The job description is the key to preparing for your
interview!

BEHAVIORAL QUESTIONS

- Describe a situation where you used communication skills to successfully persuade/influence someone to see your point of view.
- Tell us about a mistake you've made, what the consequences of that were and how you rectified the situation, or what you learned.
- Tell us about a time when you worked with a group and things didn't go so well. What did you do?



The best predictor of future behavior is past behavior



Tip from Employers!

Don't throw your teammates under the bus!

SAR STORIES FORMULA



Show me, don't tell me.



Situation

- Briefly describe the situation to provide context and discuss what you were trying to achieve
- Be precise

30%

Action

- Using action verbs, provide specific details and steps you took to achieve your result
- You are the hero of the story

60%

Result

- Every story needs a happy ending
- Discuss the positive results or final outcome of your actions, OR what you learned or would do differently

10%

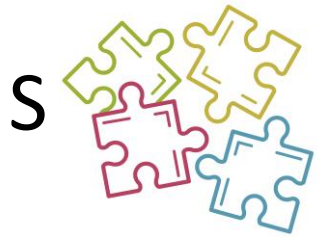


Tip from Employers!

Tell me the how, not just the why! We know you think the topic of your project is cool, but why is this project important to me?

SAR STORIES

Q: Can you share an example of a time when you had to work with someone whose personality was different than yours, how did you approach that situation and what was your working relationship like?



During my Neuroscience group project, I was working on a group project where we were required to design a mental health strategy for our university. On my team were myself, and 3 of my classmates. Most of us in the group were very similar personality wise and in how we worked, but one of our teammates was very quiet and reserved and didn't seem to be contributing much to the project.



I wasn't sure why this was the case, and I wanted to connect with this teammate to try to get them more involved. I reached out to this person privately and asked how they were feeling about the project and working in a group dynamic. They shared that they are very shy and were feeling overwhelmed with the ideas being shared in the group setting. With this knowledge, I informed my group members of the situation, and we decided it would be best to share ideas via a document rather than a group meeting so we could all feel comfortable sharing our ideas.



For the duration of the project, my relationship with this teammate become stronger and I learned not to make assumptions, but to rather connect with others to better understand them and how they work and in what environments they feel most comfortable.

SITUATIONAL QUESTIONS; BE SPECIFIC!

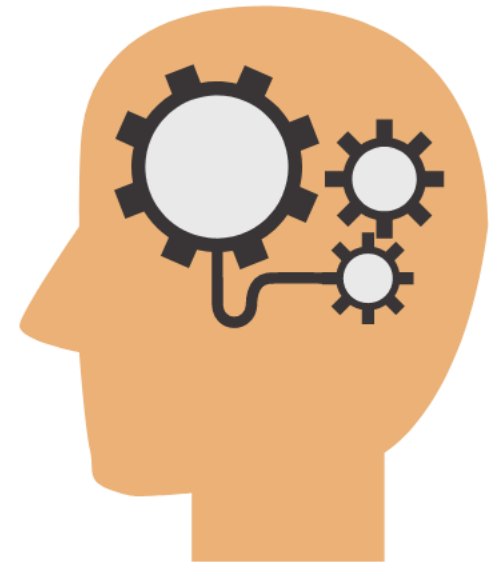
- The employer is looking for insight into how you make decisions and navigate scenarios
- Be precise – break your responses down into steps



Ex. In this case, the first thing I would do is..... Then I'd.... And finally, I would...

SITUATIONAL QUESTIONS

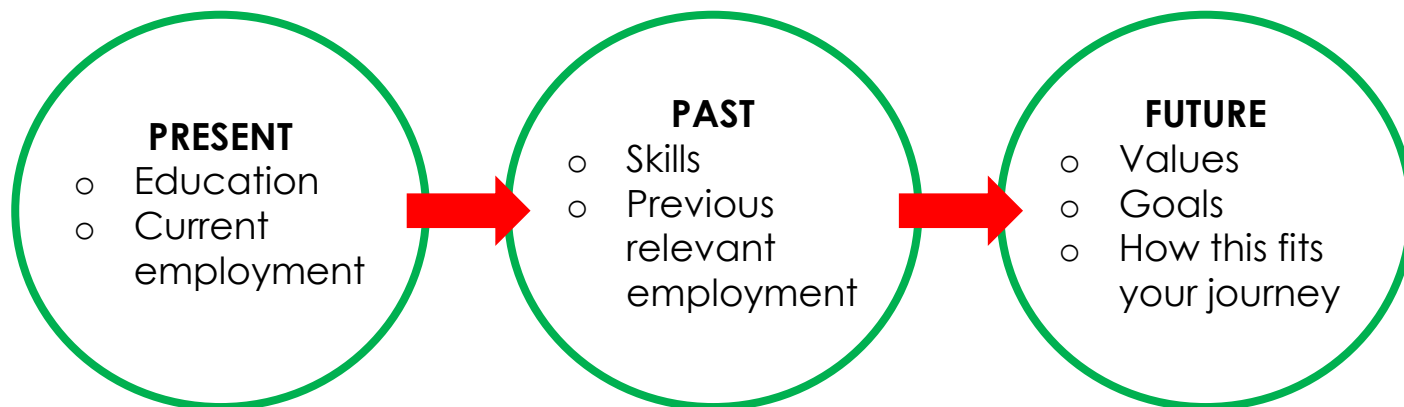
- If you were asked to complete projects from multiple supervisors at conflicting time periods – what would you do?
 - Communicate this problem to your supervisor
 - Show initiative to problem solve
- If someone in another department wanted you to create an application that was technically impossible, what would you say to the individual and how would you remedy the situation?
 - Research problem first
 - Give feedback respectfully – you still have to work with these folks!



**Tips for
answering!**

TELL US ABOUT YOURSELF

- Educational background
- Relevant skills and experience
- Why you're a good fit for the company
- Briefly mention engineering interests and career goals
- Link how this positions fits into your career journey or goals



EXAMPLE

- Thank you for this opportunity. I am a 3rd year Bachelor of Science student in the Neuroscience program at Carleton. I really love Neuroscience because of this x.
- I have previous work experience as a (insert role + company). This demonstrates my x.y.z skills from the job description.
- While in school, I have learned x. technical skills, and valuable communication and teamwork skills from participating in group projects.
- In my spare time, I participate in the following extra-curricular activities...
- My interests outside of school are...
Or share an interesting fact about yourself!



TIP!

Don't tell the employer everything!

ACTIVITY: GUESS THE INTERVIEW QUESTIONS

1. Anticipate the questions the employer could ask by **dissecting ONE job description.**

Job Title: Scientist – Assay Development

Employer: Vital Biosciences

Job Description:

We are searching for a passionate and creative scientist who is proficient in the planning and execution of experiments, maintaining equipment, preparing high-quality reagents and buffers, and performing various molecular biology and biochemistry laboratory techniques. Someone who enjoys playing a critical role in a fast-paced lab environment and does not shy away from bench work to troubleshoot and optimize our next-generation assays. An eager individual looking to actively contribute to our product development direction and present novel procedural and scientific concepts that will positively impact all aspects of the Vital ecosystem.

- Develop, optimize and validate new assays for our diagnostic product pipeline
- Design, execute, and meticulously document experiments
- Analyze clinical samples for assay verification and validation
- Tap into various resources to support experimental design
- Construct, modify, and follow standard operating procedures in direct collaboration with the development team
- Transfer methods to other internal or external partners and support collaborations through defensible result production and QC procedures
- Author, review, and hone our standard operating procedures (SOPs) to improve quality and accelerate our assay pipeline
- Be actively involved in laboratory management including inventory management and supply chain responsibilities
- Partner closely to provide assay development support to our research, manufacturing science, downstream formulation, and engineering teams to achieve performance requirements
- Contribute to departmental strategies and provide input on lab requirements and improvements

Communication and Interpersonal Skills:

- Communicate effectively with peers and leadership to support decision-making, including summarizing results in reports and presentations
- Communicate results and concepts clearly to fellow scientists and engineers
- Help the team develop and achieve goals to meet ambitious timelines

Technical Skills and Knowledge:

- Familiarity with Python or other programming languages is an asset
- Familiarity with the medical device industry and associated regulatory pathways is an asset
- Experience working with laboratory automation/liquid handling (i.e., TECAN) is an asset
- Assay development experience with clinical samples is an asset

Analytical and Organizational Skills:

- Manage multiple tasks and changing priorities in a fast-paced environment
- Experience with execution of experiments in a wet lab preferably in an industry setting

OR

Job Title: Polysomnographic Sleep Technologist

Employer: MedSleep

At MedSleep, skilled, dedicated, enthusiastic employees are at the heart of everything we do. We are committed to building and nurturing a great place to work, learn, and develop. We are proud of our people and our company.

We have a great career opportunity for someone looking to join a growing team of health professionals! At MedSleep, we are committed to providing the highest quality sleep therapy services across Canada.

We provide clinical consultation, diagnostic services (sleep testing), and treatment for a wide range of sleep disorders. We are dedicated to helping our patients improve their lives through better sleep.

If you are looking for a meaningful career, where you have the opportunity to perform on-the-job paid training, and the ability to work towards becoming a Registered Polysomnographic Sleep Technologist accreditation, with the potential for continued growth this may be the right opportunity for you!

Position Description:

- The Polysomnographic Technologist ensures the proper performance of all procedures relating to the accurate, safe operation of all diagnostic and therapeutic polysomnographic services provided by our clinics.
- You will be provided with 240 hours of hands-on training plus theoretical training.
- The training provided plus work experience will make you eligible to write the RPSGT examination should you wish to pursue this.
- This role involves direct patient contact including describing the procedures, setting up the patient for the overnight study, addressing questions, resolving technical or equipment issues, and monitoring the sleep study throughout the evening.
- Perform and assist with duties in the pediatric and research labs.
- Work with pediatric patients.

Position Qualifications:

- Relevant and completed post-secondary education – BSc (Sciences) BA in Psychology, Biology, Neuroscience, or an Allied Health care professional.
- Previous experience working with children is an asset.
- Ability to work overnight shifts, night shifts are ten (10) hours per shift, 3-4 nights per week, and weekends— candidates must be able to work weekends.
- Must be flexible to work occasionally up to forty (40) hours/week.
- Effective communication and troubleshooting skills, and ability to work independently.
- A focus on high-quality patient care. Enthusiasm for learning.
- A clear VSC will be required before the end of one month of working.

Why Join our MedSleep Team?

Looking to make an impact? Do you love patient care? Are you a science graduate looking to put your degree to use?

RESUMES



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DISSECTING THE JOB DESCRIPTION

- **Read** one of job descriptions in **detail**, pay attention to:
 - The **job title**
 - The **duties** listed, **action** verbs
 - Highlight the **requirements**
 - **Special instructions**
 - e.g. must be a Canadian Citizen, must be bilingual
 - Details about the **employer**

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We have a great career opportunity for someone looking to join a growing team of health professionals! At MedSleep, we are committed to providing the highest quality sleep therapy services across Canada.

We provide clinical consultation, diagnostic services (sleep testing), and treatment for a wide range of sleep disorders. We are dedicated to helping our patients improve their lives through better sleep.

If you are looking for a meaningful career, where you have the opportunity to perform on-the-job paid training, and the ability to work towards becoming a Registered Polysomnographic Sleep Technologist accreditation, with the potential for continued growth this may be the right opportunity for you!

Position Description:

- The Polysomnographic Technologist ensures the proper performance of all procedures relating to the accurate, safe operation of all diagnostic and therapeutic polysomnographic services provided by our clinics.
- You will be provided with 240 hours of hands-on training plus theoretical training.
- The training provided plus work experience will make you eligible to write the RPSGT examination should you wish to pursue this.
- This role involves direct patient contact including describing the procedures, setting up the patient for the overnight study, addressing questions, resolving technical or equipment issues, and monitoring the sleep study throughout the evening.
- Perform and assist with duties in the pediatric and research labs.
- Work with pediatric patients.

Position Qualifications:

- Relevant and completed post-secondary education – BSc (Sciences) BA in Psychology, Biology, Neuroscience, or an Allied Health care professional.
- Previous experience working with children is an asset.
- Ability to work overnight shifts, night shifts are ten (10) hours per shift, 3-4 nights per week, and weekends— candidates must be able to work weekends.
- Must be flexible to work occasionally up to forty (40) hours/week.
- Effective communication and troubleshooting skills, and ability to work independently.
- A focus on high-quality patient care. Enthusiasm for learning.
- A clear VSC will be required before the end of one month of working.

Why Join our MedSleep Team?

Looking to make an impact? Do you love patient care? Are you a science graduate looking to put your degree to use?

ACTIVITY

DISSECTING THE JOB DESCRIPTION

1. Review the job description provided and discuss the duties, language/action verbs, and skills required for the position

What competencies, skills and experiences is the employer looking for?

2. Generate a list of skills/experiences/ projects/ assignments completed that demonstrate competency for each requirement

PURPOSE OF A RESUME

- ✓ Provide a “snapshot” of your accomplishments and qualifications
- ✓ Outline your education, skills + experiences *as they relate to the job*
- ✓ Convince the employer that YOU are right for the job
- ✓ Secure an interview

CHRONOLOGICAL RESUME

FIRST NAME LAST NAME

City, Province, Postal Code
Phone Number Email Address
LinkedIn URL

HIGHLIGHT OF QUALIFICATIONS/SKILLS PROFILE

Include a short list of relevant skills (between 5-7) that are targeted to the position you're applying to

- Two years of customer service experience with proven interpersonal skills
- Excellent writing and research skills, using a variety of sources such as...
- Computer skills: Microsoft Work, Excel and WordPerfect
- Fluent in French and English: oral, written and reading

EDUCATION

Title of Degree

2016-Present

University Attended, City, Province

- Relevant courses or projects & thesis
- Scholarships, awards, Dean's list

WORK EXPERIENCE

List previous or current positions that are related to the position you're applying to in reverse chronological order. Aim for 3-5 bullet points per experience. This section can also be titled "Relevant Experience" or "Select/Other Professional Experience". If you select to include professional and volunteer, ensure you indicate which is work vs. volunteer.

Title of Position

2019-Present

Name of Company/Organization
City, Province

- Effectively supervised...
- Dynamically trained...
- Organized...

VOLUNTEER EXPERIENCE (Optional)

Follow guidelines used for outlining your "Work Experience" and include the title of your position, name of the organization and dates of your participation.

APPLIED PROJECTS (Optional)

In this section, highlight any work-related projects you may have completed during your studies that have provided practical experience. Discuss problems or challenges, the technology or technical skills involved, methods used and results obtained.

EXTRA CURRICULAR ACTIVITIES (Optional)

This section allows you to present job-related skills, knowledge and achievements acquired through a wide variety of other experiences. It can include things such as:

- Memberships or Campus activities
- Volunteer work/community involvement

RESUME TEMPLATE

Your title does not have to follow this exact same format but should include all the contact information listed. Format should be the same for cover page.

Name
Address
City, Province, Postal Code
Phone Number, Work Appropriate Email, Professional Website/LinkedIn (if applicable)

HIGHLIGHTS OF QUALIFICATIONS/SKILLS PROFILE (Tips for drafting this section)

- Include a concise list of relevant skills/qualifications targeted toward the job you are seeking
- Be sure to match your skills to the job or industry to which you are applying
- Highlight the skill/qualification/ability and where it comes from/where it was developed
- 5-7 bullet points is recommended
- Aim for 1-2 lines maximum for each bullet point
- Think of this section like a table of contents; you can have some of these skills highlighted in other areas of your resume; just don't include identical SAR statements

Examples:

- Excellent qualitative and quantitative research skills gained through...
- Increased productivity and engagement by....
- Leadership skills gained as a Peer Counsellor...
- Sound judgement demonstrated by....
- Fluent in English, French and Arabic: oral, written, and reading
- Secret security clearance with the Federal Government

These should be written in SAR statement format and should start with a strong action verb: [action verb by skill set list](#).

Remember SAR statements do not have periods at the end of the statement!

EDUCATION

Bachelor of Science (Hons.), Biology
Carleton University, City Province

- Relevant courses, projects and/or capstone
- Awards and scholarships
- Graduation Date

You could also include any certificates gained or professional memberships in your education section or at the end of your resume.

September 2020x-Present

Date range should always include the month you started.

Try to include full months in your dates.

Make sure date formatting is consistent throughout your entire resume.

Review prior course outlines and objectives, group projects, work experience, and extra-curricular activities to develop your skills.

Include skills that were self-taught and indicate that you learned them independently.

WORK EXPERIENCE

Avoid including experience from high school, unless relevant to the position.

- List your jobs in reverse chronological order starting from your current/most recent position to any previous employment
- Include some of the duties you performed but do not duplicate what you put in your skills section
- Include the title of your position, the date worked, the company and location and duties
- All experience is good experience, even if it's not science/biology related!

Example:

Laboratory Technician Intern
Paracel Laboratories, Ottawa, ON

May 2023- August 2023

- In a laboratory setting, conducted various tests in strict accordance with established in-house protocols to maintain accuracy and reliability of results
- SAR statement....
- SAR statement....

Include hobbies such as playing sports and/or anything that showcases your scientific, professional and personal interests. This is a great way to demonstrate your personal brand.

VOLUNTEER EXPERIENCE AND/OR EXTRA-CURRICULAR EXPERIENCE

- Any scientific/analytic related activities should be included
- Include student memberships in professional organizations,
- Avoid listing activities from high school (unless extremely relevant) as your list should be current
- If possible, use the same layout as work/project experience, listing your activity and date and name of the organization

Applied Projects are a great way to showcase the practical use of your technical skills and the human skills gained during your academic journey.

ACADEMIC RESEARCH OR WORK PROJECTS (APPLIED PROJECTS)

- This section is used to highlight academic related projects that you have completed during your studies and has provided you with practical experience
- This can follow your Skills section if you do not have any relevant work experience related to the job posting requirements
- Use the same format as the work experience layout

Example:

Team Member
Research Project

September 2023- Present

- Discuss the problem or challenge in general terms and the tasks performed to execute the project

INTERESTS (optional)

Including interests can also be a great way to show your personal brand and build a relationship with the employer, especially if they are related to the field you are applying to.

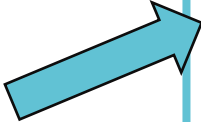
HIGHLIGHT OF QUALIFICATIONS



HIGHLIGHT OF QUALIFICATIONS/SKILLS PROFILE

- Two years of customer service experience with proven interpersonal skills
- Excellent writing and research skills, using a variety of sources such as...
- Computer skills: Microsoft Word, Excel and PowerPoint
- Fluent in French and English: oral, written and reading

Include a short list of relevant skills (between 5-7) that are targeted to the position you're applying to



EDUCATION



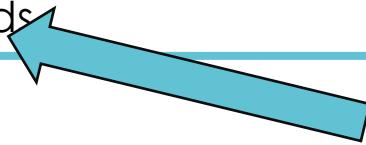
EDUCATION

Bachelor of Science, Biology

September 20xx-Present

Carleton University, Ottawa, ON

- CGPA (letter grade) (Optional)
- Relevant Courses (Optional)
- Project/ Thesis Title (Optional)
- Scholarships/Honors/Awards



If you have more than 3
scholarships, honors or awards,
consider creating an "Awards
& Honors" section

PROFESSIONAL EXPERIENCE



Work Experience

Teaching Assistant

September 20xx-Present

Biology Department , Carleton University, Ottawa,
ON

- Addressed a group of 30 undergraduate students during tutorial sessions resulting in increased comprehension of course material
- Developed course curriculum and course evaluation designed to accommodate different learning styles and needs
- Accurately calculated and recorded student grades while meeting deadlines within the department



NOTE

- This section formatting will be the same for other experience as well; Volunteer, Extracurricular, Relevant Experience etc.

ACADEMIC OR WORK PROJECTS

Highlight any **position-related** projects you may have completed that have provided practical experience



Applied Projects

Title of Project

Year

Course title, Department, Carleton University, Ottawa, ON

- Discuss problems/challenges, technology or technical skills utilized and the results/outcome
- Some skills to consider;
 - Was there a presentation or paper required?
 - Did you work independently or with a team?
 - What sort of technology or software did you use?

Honours Project

RESEARCH EXPERIENCE

Honours Project

Summer 20xx

Department of Biology, Carleton University, Ottawa, ON

- Conducted an in-depth research paper on ...
- ...
- ...

EDUCATION

Bachelor of Science, Biology

20xx – 20xx (Expected)

Carleton University, Ottawa, ON

- *Honours Project: Title of honours project*
- CGPA: ___/12.0 (Letter grade equivalent)



SUGGESTED RESUME ORDER

- Highlight of Qualifications
- Education
- Work Experience
- Academic or work projects (optional)
- Extra-Curricular & Volunteer Experiences
(optional, but strongly recommended)
- Interests (optional)



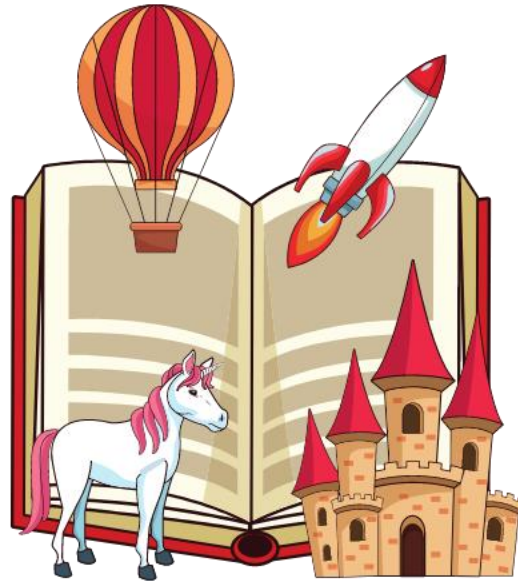
RESUME CONTENT



Carleton
University

Career
Services

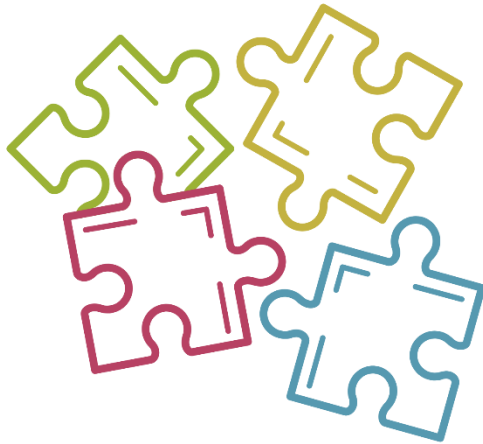
Show me, don't
tell me!



SAR STATEMENTS



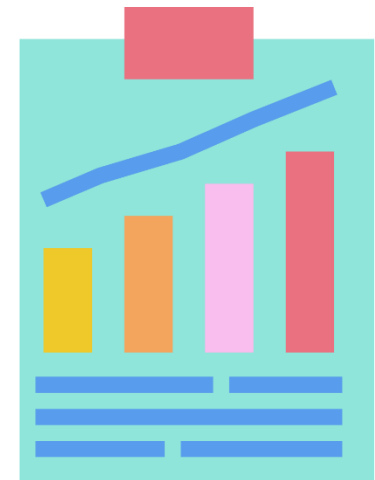
COMMUNICATING YOUR SKILLS



Situation:
What was
the task at
hand?

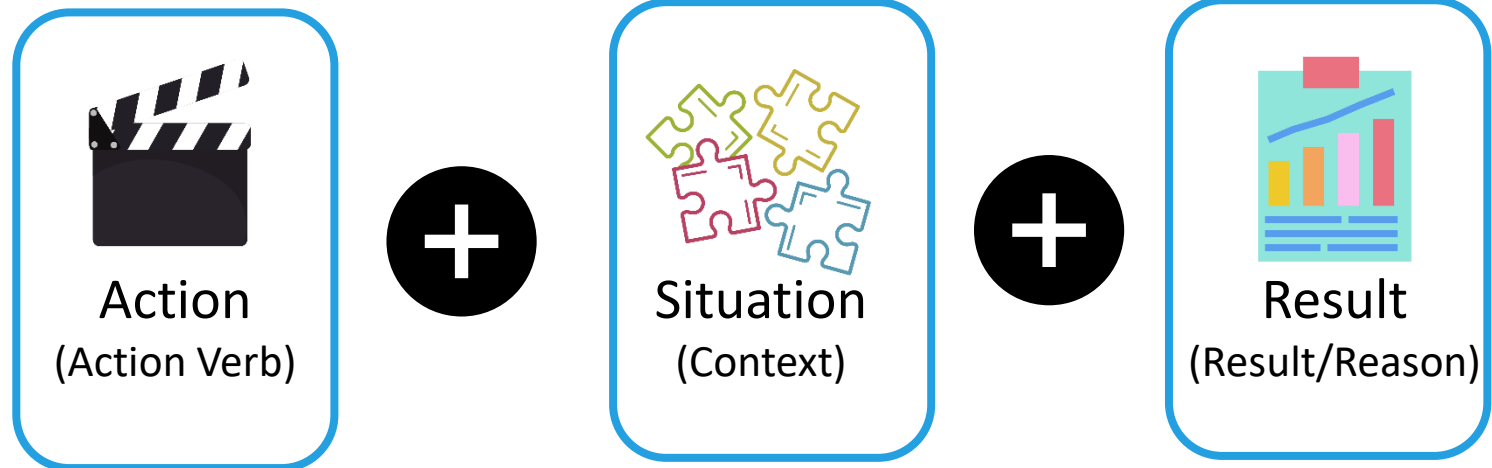


Action:
What did
you do?



Result: What
did you
accomplish
or learn?

SAR FORMULA WRITING IT OUT



SAR STATEMENTS

Strong Organizational Skills



Organized and planned (**Action**) monthly meetings for the Carleton Science Student Success Society (**Situation**) ensuring all existing and new members felt included and informed (**Result**)

- Concise bullet points to describe your experiences
- Used to outline your accomplishments in a simple and informative way.

ACTION VERBES

- Rather than using statements like, “responsible for” or “duties included,” use action words.
- Examples:
 - Identified
 - Analyzed
 - Researched
 - Synthesized
 - Led/managed
 - Delegated
 - Collaborated
 - Trained
 - Presented
 - Implemented
 - Coordinated
 - Promoted



SAMPLE SAR STATEMENTS

- **Delivered** concise oral presentations to students, professors, and business professionals, conveying important concepts and learning how to engage different types of audiences
- **Presented** research findings to team members through email requests, meetings, status report presentations and a full written report that included visual representations of the data collected
- **Analyzed** and **calculated** scientific data using Microsoft Excel, Word and PowerPoint, ensuring data and calculations were presented with a high-level precision and clarity
- Clearly **explained** the rationale, methodology and broader conclusions of a scientific study in written and oral formats to both scientific peers and the general public

WRITE A SAR STATEMENT FOR THE JOB DESCRIPTION

Analytical & Organizational Skills:

Successfully managed multiple tasks by organizing a Neuroscience Student Society Event, which fundraised over \$500 for a local charity in Ottawa.

Job Title: Scientist – Assay Development

Employer: Vital Biosciences

Job Description:

We are searching for a passionate and creative scientist who is proficient in the planning and execution of experiments, maintaining equipment, preparing high-quality reagents and buffers, and performing various molecular biology and biochemistry laboratory techniques. Someone who enjoys playing a critical role in a fast-paced lab environment and does not shy away from bench work to troubleshoot and optimize our next-generation assays. An eager individual looking to actively contribute to our product development direction and present novel procedural and scientific concepts that will positively impact all aspects of the Vital ecosystem.

- Develop, optimize and validate new assays for our diagnostic product pipeline
- Design, execute, and meticulously document experiments
- Analyze clinical samples for assay verification and validation
- Tap into various resources to support experimental design
- Construct, modify, and follow standard operating procedures in direct collaboration with the development team
- Transfer methods to other internal or external partners and support collaborations through defensible result production and QC procedures
- Author, review, and hone our standard operating procedures (SOPs) to improve quality and accelerate our assay pipeline
- Be actively involved in laboratory management including inventory management and supply chain responsibilities
- Partner closely to provide assay development support to our research, manufacturing science, downstream formulation, and engineering teams to achieve performance requirements
- Contribute to departmental strategies and provide input on lab requirements and improvements

Communication and Interpersonal Skills:

- Communicate effectively with peers and leadership to support decision-making, including summarizing results in reports and presentations
- Communicate results and concepts clearly to fellow scientists and engineers
- Help the team develop and achieve goals to meet ambitious timelines

Technical Skills and Knowledge:

- Familiarity with Python or other programming languages is an asset
- Familiarity with the medical device industry and associated regulatory pathways is an asset
- Experience working with laboratory automation/liquid handling (i.e., TECAN) is an asset
- Assay development experience with clinical samples is an asset

Analytical and Organizational Skills:

- Manage multiple tasks and changing priorities in a fast-paced environment
- Experience with execution of experiments in a wet lab preferably in an industry setting

APPLICANT TRACKING SOFTWARE

ATS (Applicant Tracking Software) is a software application extensively used by recruiters and HR professionals to screen and organize candidate profiles during the hiring cycle.

An employer can set numerous filters based on their requirements and assign weight to different filters and keywords.

Solution:

- Simple formatting
- **Use key words from the job description**
- Use a known format (pdf, docx, doc)





FINAL THOUGHTS

KEY TAKEAWAYS

- Be a storyteller with your skills: SAR statements will showcase your skillset in the best way
- Your resume and cover letter should ALWAYS be tailored to the position that you're applying for
- The job description is a great roadmap of what should be included/highlighted in your application



TAKE 1 HOUR...



- Do another brain dump of all the experience you have (Volunteer, Work, Academic)
- Identify 5 skills you have
- Create 3 SAR statements
- Get the “Contact Information” and “Education” Sections of your resume done



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401 Tory Building

8:30AM -4:30PM | Monday to Friday

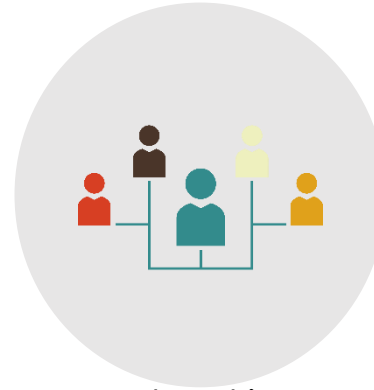
WHY STUDENTS VISIT CAREER SERVICES



Resume/Cover
Letters



Job Search



Networking



Further
Education



Interview Prep &
Mock Interviews



LinkedIn Review



Major Change



Career Options

THINKING ABOUT GRAD SCHOOL?



- Program exploration
 - Masters, PhD, Post-Graduate Diplomas + Certificates
- Review Academic CV + Personal Statement/Letter of Intent
- Mock MMI (Medical School)

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