



CAREER SERVICES

Zynah Samah, Career Coach

401 Tory Building

Our Location

Monday-Friday
8:30am-4:30pm

Offering In-Person or Virtual
booked appointment.
Drop-ins (1:00pm-4:00pm)



613-520-6611

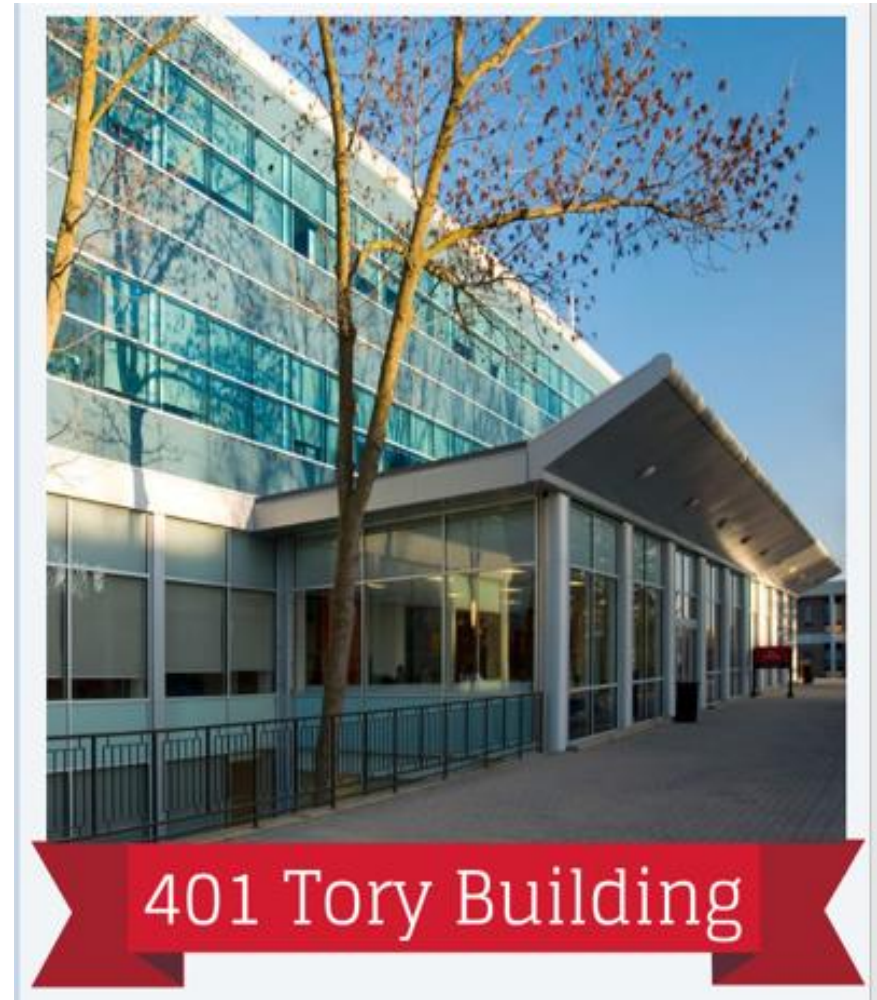


career@carleton.ca



Live Chat

carleton.ca/career



Why Students Visit Career Services



Resume/Cover Letters



Job Search



Networking



Further Education



Interview Prep & Mock Interviews



LinkedIn Review



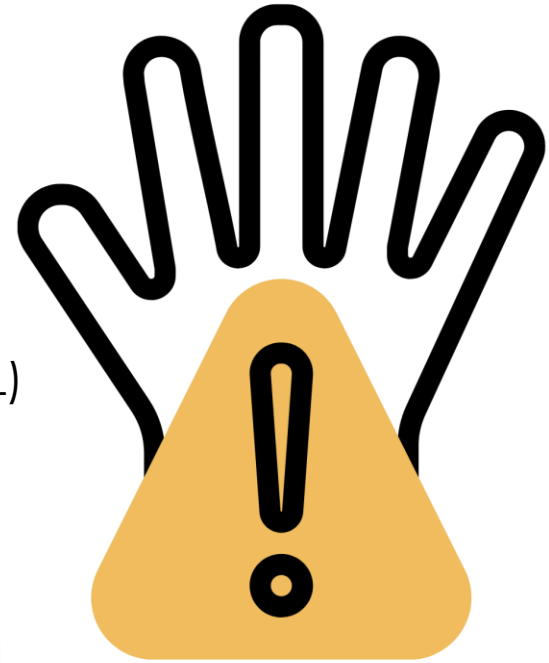
Major Change



Career Options

Resume Formatting Considerations

- Maximum 2 pages
- Font size 11-12 pt.
- 1-inch margins
- Include a 1-page [cover letter](#) (when needed)
- Required sections;
 - Contact information (including EMAIL)
 - Educational Background
 - Skills/Abilities Profile
 - Experience
 - **Optional but Recommended:** Applied Projects, Volunteering, Extracurriculars, Certifications



Which Resume is Right for You?



Chronological

- **Template:** Click [here](#)
- Good if you have **a lot of work experience** related to your job goal
- Shows growth and relevant experience/job titles within the “Work Experience” section
- Seeking promotion/increasing responsibility

***Recommended**



Combined

- **Template:** Click [here](#)
- Good if you have **some work experience** or transferable skills related to your job goal
- Combines “Skills Profile” formatting from a Skills-Based Resume with the “Work Experience” formatting from a Chronological Resume

***Recommended**

Chronological Resume Template

FIRST NAME LAST NAME

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

CAREER OBJECTIVE: (Optional)

Provides an excellent opportunity for you to convince the employer to read the rest of your resume. Target to the job or industry you are applying for and highlight specific experiences, skills and training related to the position or industry.

HIGHLIGHT OF QUALIFICATIONS

- Include a short list of relevant skills (between 5-7) that are targeted to the **position or industry** you're applying to
- o 3+ years of case management experience in social and human services consisting of the housing and mental health industry
 - o Competent in providing a safe and confidential counselling environment for equity seeking community members including newcomers, clients with disabilities, and the 2SLGBTQIA+ population
 - o Proficient in needs assessments and providing timely referrals with local agencies
 - o Excellent writing, research, presentation, and time management skills developed from fulltime post-secondary studies
 - o Certified in First Aid/CPR and ASIST Training
 - o Computer skills: Microsoft Word, Excel, PowerPoint, and SPSS
 - o Fluent in French, Spanish, and English: oral, written and reading

EDUCATION

Title of Degree

2019-Present

- University Attended, City, Province
- o Relevant courses or projects & thesis
 - o 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
- o Effectively supervised...
 - o Dynamically trained...
 - o 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:

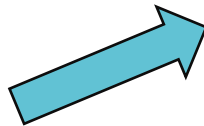
- o Memberships or Campus activities
- o Volunteer work/community involvement

Highlight of Qualifications (Chronological Resume)

HIGHLIGHT OF QUALIFICATIONS

- 3+ years of case management experience in social and human services consisting of the housing and mental health industry
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Include a short list of relevant skills (between 5-7) that are **targeted to the employer or industry** you're applying to



Combined Resume Template

FIRST NAME LAST NAME

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

CAREER OBJECTIVE (Optional)

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EDUCATION

Title of Degree

2016-Present

University Attended, City, Province

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- Scholarships, awards, Dean's list

SKILLS PROFILE

Use subtitles to divide your experiences into skills. **Below are some examples:**

Communication Skills

- Independently presented a seminar on...
- Applied academic writing skills when drafting a mock policy brief that would...

Assessment Skills

- Evaluated the intake process of a potential mental health center using qualitative research methods to...
- Conducted needs assessments for equity seeking students which helped achieve...

Emotional Intelligence Skills

- Used empathy and active listening skills when addressing retail customers in order to...
- Demonstrated intercultural awareness while providing residence tours for 100+ applicants which resulted in...

WORK HISTORY

Title of Position

2019-Present

Name of Company/Organization
City, Province

- Researched...
- Presented...
- Organized...

VOLUNTEER EXPERIENCE (Optional)

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Skills Profile (Combined)

SKILLS PROFILE

Communication Skills

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Use subheadings to divide your skills into categories (2-3)



Include skills gained from a variety of experience (volunteer, course work, and professional)



Under each subheading, include a few bullet points showcasing your use of this skill

TIP!

Reflect on what you know about an **industry or employer** to influence which applicable skill subheadings you should include (e.g. skills relevant to social work industries such as housing, employment, mental health, newcomer services etc?; what skills are relevant for direct-intervention or policy research type roles?)

SAR Statement Formula

Action
(Action Verb)

Redesigned ...

A list of good action words can be found [here](#).



Situation
(Context)

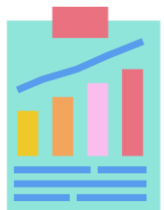
... the content and outreach strategies associated with a job search workshop series for 150 newcomers ...



Result
(Result/Reason)

... which boosted attendance, retention, and placement outcomes by 20%.

(Try to quantify the “Situation” and/or “Result” where possible using numbers, percentages, dollar amounts etc. to demonstrate impact)



Where to Use SAR Statements

- Thoroughly demonstrate the transferability of your skills
- Include in;
 - Highlight of Qualifications
 - Skills Profile
 - Experience (Work, Volunteer, Extracurricular)
 - Applied Projects
- Use as the framework for interview responses



Chronological Resume Template

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Phone Number Email Address
LinkedIn URL

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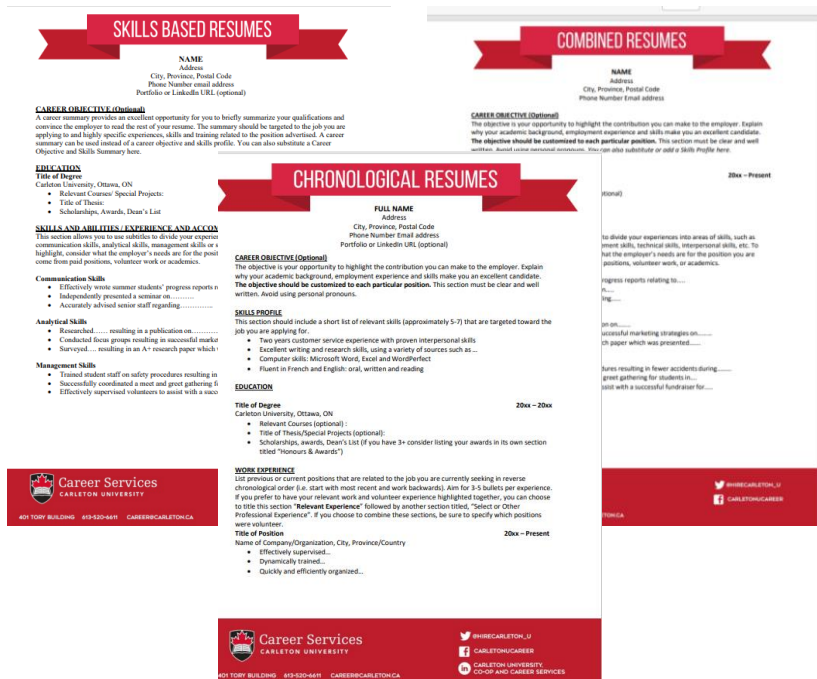
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Career Services Website

Information, Resources, and Templates

<https://carleton.ca/career/>



- Resume, Cover Letter & CV Templates
- Job Search Strategies
- Networking
- Career Exploration

Attend the BSW/MSW Resume and Cover Letter Workshop: October 18, 9AM – 11AM

Resume and Cover Letter Workshop

Review lessons on creating the foundation for a strong resume/cover letter such as:

- Proper resume formatting and ordering
- Activities to practice writing strong SAR statements
- Tailoring a resume to a specific industry
- Cover Letter Writing Examples

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career@carleton.ca



[@carletonucareer](https://twitter.com/carletonucareer)



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