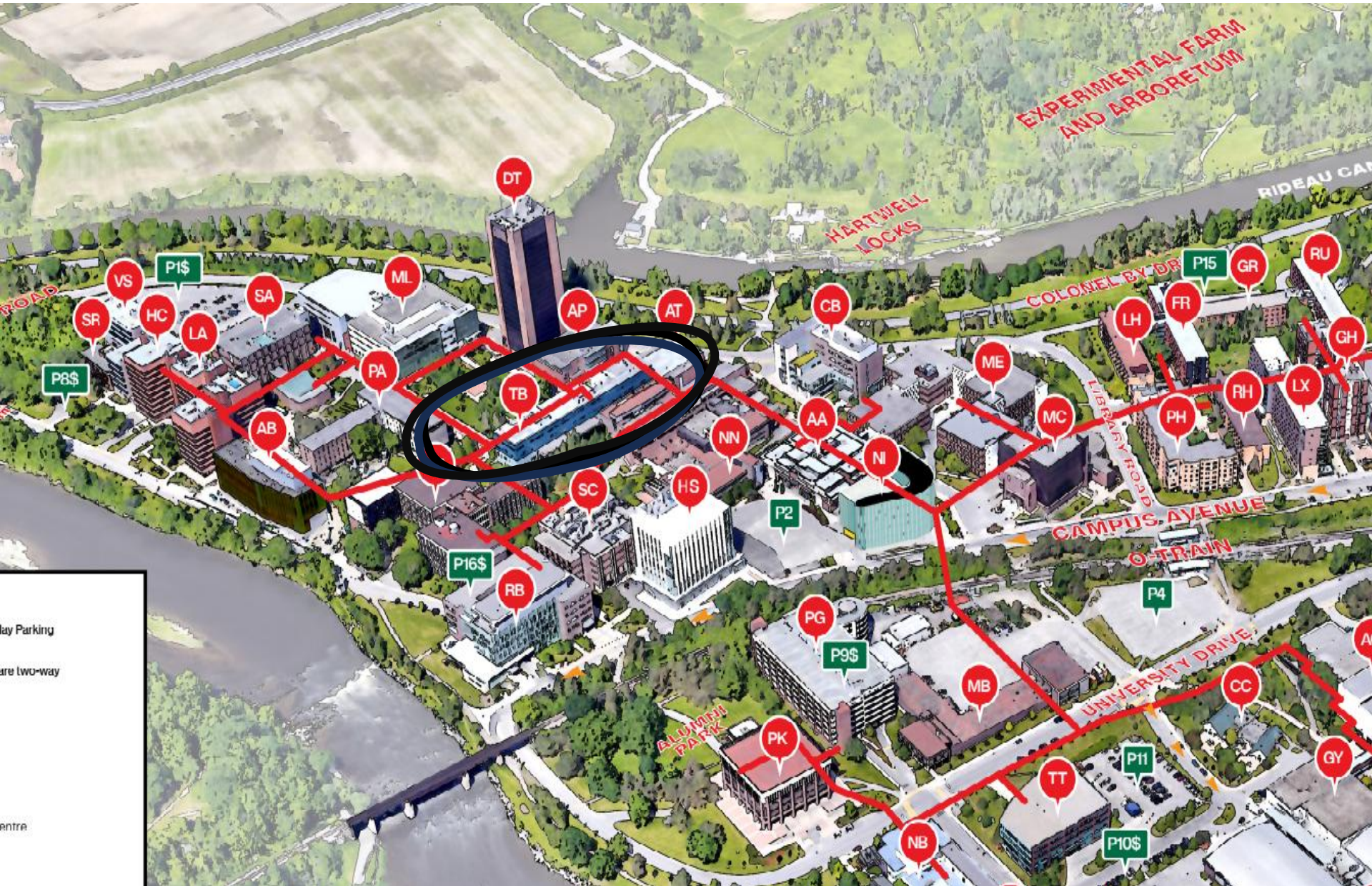




# CAREER SERVICES

Robert Wharram  
Manager, Career Development  
Career Services



Play Parking  
are two-way  
entre



**Career Services**  
CARLETON UNIVERSITY



Offering  
**ON-SITE & VIRTUAL  
APPOINTMENTS**

for students and alumni

Book on  **Success**

## **CONTACT US:**



613-520-6611



[career@carleton.ca](mailto:career@carleton.ca)



Live Chat at  
[carleton.ca/career](http://carleton.ca/career)



**401 Tory Building**

**8:30 AM-4:30 PM | Monday to Friday**  
**Drop-In Hours: 1-4 PM**

# Why Students Visit Career Services



1: Resume/Cover Letters



2: Job Search & Networking



3: Interview Prep & Mock Interviews



4/5: Further Education



6: Major Exploration



7: Career Exploration



Job Board



Events

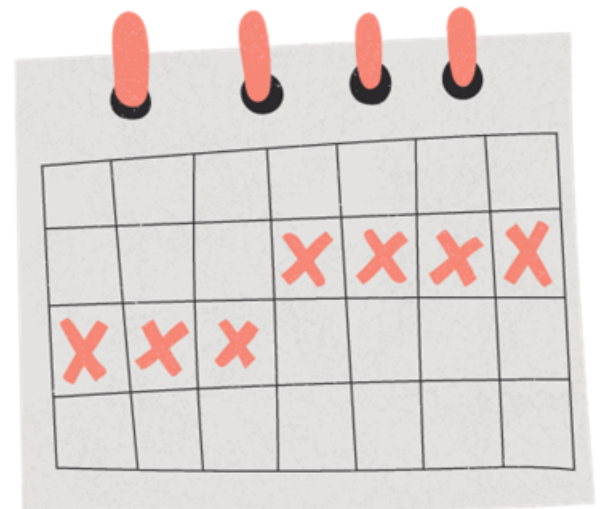
# CAREER & NETWORKING FAIR

**Wednesday, October 15**  
**10:00am-3:00pm**  
**Raven's Nest (Athletics)**

Register via the Event Calendar  
on the MySuccess Portal

Attend one of our  
**Prepare for the Fair events**

- Resume Clinic: Sept 30<sup>th</sup>
- Interviews Workshop: Oct. 8<sup>th</sup>
- Networking & LinkedIn Workshop: Oct. 9<sup>th</sup>
- Resume Pop-up: October 9<sup>th</sup>



# Career Services Website

Information, Resources, and Templates

## www.carleton.ca/career

### CHRONOLOGICAL RESUMES

### SKILLS-BASED RESUMES

FULL NAME  
City, Province, Postal Code  
Phone Number, Email Address  
Portfolio or LinkedIn URL, (optional)

**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**  
This section should include a short list of relevant skills toward the job you are applying for:

- Two years customer service experience with pro...
- Excellent writing and research skills, using a vari...
- Computer skills: Microsoft Word, Excel and Team...
- Fluent in French and English: oral, written, and re...

#### EDUCATION

**Title of Degree**  
Carleton University, Ottawa, ON

- Relevant courses (optional):
- Title of Thesis/Special projects (optional):
- Scholarships, awards, Dean's List (if you have 3- section listed "Honours & Awards"):

#### WORK EXPERIENCE

List previous or current positions that are related to the chronological order (i.e. start with most recent and work experience. If you prefer to have your relevant work and together, you can choose to title this section "Relevant & titled, "Select or Other Professional Experience"; if you do to specify which positions were volunteer.

#### Title of Position

Name of Company/Organization, City, Province/Country,

- Effectively supervised...
- Dynamically trained...
- Quickly and efficiently organized...

### COMBINED RESUMES

FULL NAME  
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

#### EDUCATION

**Title of Degree**  
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...

FULL NAME  
City, Province, Postal Code  
Phone Number, Email Address  
Portfolio or LinkedIn URL, (optional)

**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

20xx - Present

#### 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

#### ACCOMPLISHMENTS

Divide your experiences into areas of skills, such as management skills, or sales skills. To determine what skills to list are for the position you are seeking. Your experience k, or academics.

#### PROGRESS REPORTS

progress reports relating to...

n...

ding...

in on...

successful marketing strategies on...

in paper which was presented...

dures resulting in fewer accidents during...

greet gathering for students in...

assist with a successful fundraiser for...

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CARLETON UNIVERSITY  
CDS&P CAREER SERVICES

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

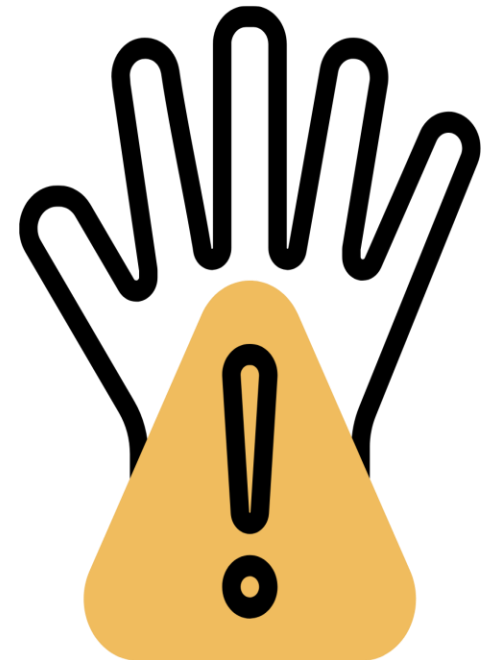
Carleton University  
431 TORY BUILDING 613-552-5611 CAREER@CARLETON.CA

Carleton University  
431 TORY BUILDING 613-552-5611 CAREER@CARLETON.CA

@CARLETONCAREER  
@CARLETONCAREER  
@CARLETONCAREER  
CARLETON UNIVERSITY  
CDS&P CAREER SERVICES

# 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



# CHRONOLOGICAL RESUMES

**FULL NAME**  
City, Province, Postal Code  
Phone Number, Email Address  
Portfolio or LinkedIn URL (optional)



## 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.

## SKILLS PROFILE

This section should include a short list of relevant skills (approximately 5-7) that are targeted toward the job you are applying for:

- Two years 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 Teams
- Fluent in French and English: oral, written, and reading



## EDUCATION

**Title of Degree**

**20xx - 20xx**

Carleton University, Ottawa, ON

- Relevant courses (optional):
- Title of Thesis/Special projects (optional):
- Scholarships, awards, Dean's List (if you have 3+ consider listing your awards in its own section titled "Honours & Awards"):

## WORK EXPERIENCE

List previous or current positions that are related to the job you are currently seeking in reverse chronological order (i.e. start with most recent and work backwards). Aim for 3-5 bullets per experience. If you prefer to have your relevant work and volunteer experience highlighted together, you can choose to title this section "Relevant Experience" followed by another section titled, "Select or Other Professional Experience". If you choose to combine these sections, be sure to specify which positions were volunteer.

**Title of Position**

**20xx - Present**

Name of Company/Organization, City, Province/Country

- Effectively supervised...
- Dynamically trained...
- Quickly and efficiently organized...



# CHRONOLOGICAL RESUMES

## Title of Position

Summer 20xx

Name of Company/Organization, City, Province/Country

- Researched...resulting in a successful classroom presentation
- Wrote...by co-publishing an article on...
- Analyzed...discovering a computer virus which...

## VOLUNTEER EXPERIENCE (Optional)

This section may be omitted if its content is not relevant. You may also include your volunteer work under your "Extracurricular 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 presentations, 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.

## EXTRACURRICULAR 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. Extracurricular 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).

## Title of Extra-curricular position (e.g., Committee Member)

20xx - 20xx

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.



Career  
Services

# SAR Statement Formula

Action  
(Action Verb)

Redesigned ...



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)



# Attend the BSW Resume and Cover Letter Workshop: October 3, 9-11am

## **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

# Connect With Us



[carleton.ca/career](http://carleton.ca/career)



@[@CarletonUCareer](https://www.instagram.com/CarletonUCareer)



[career@carleton.ca](mailto:career@carleton.ca)



[Carleton University:  
Co-op & Career  
Services](#)



[\(613\) 520-6611](tel:6135206611)



[Live Chat](#)



[401 Tory Building](#)



[Book an  
Appointment Now!](#)