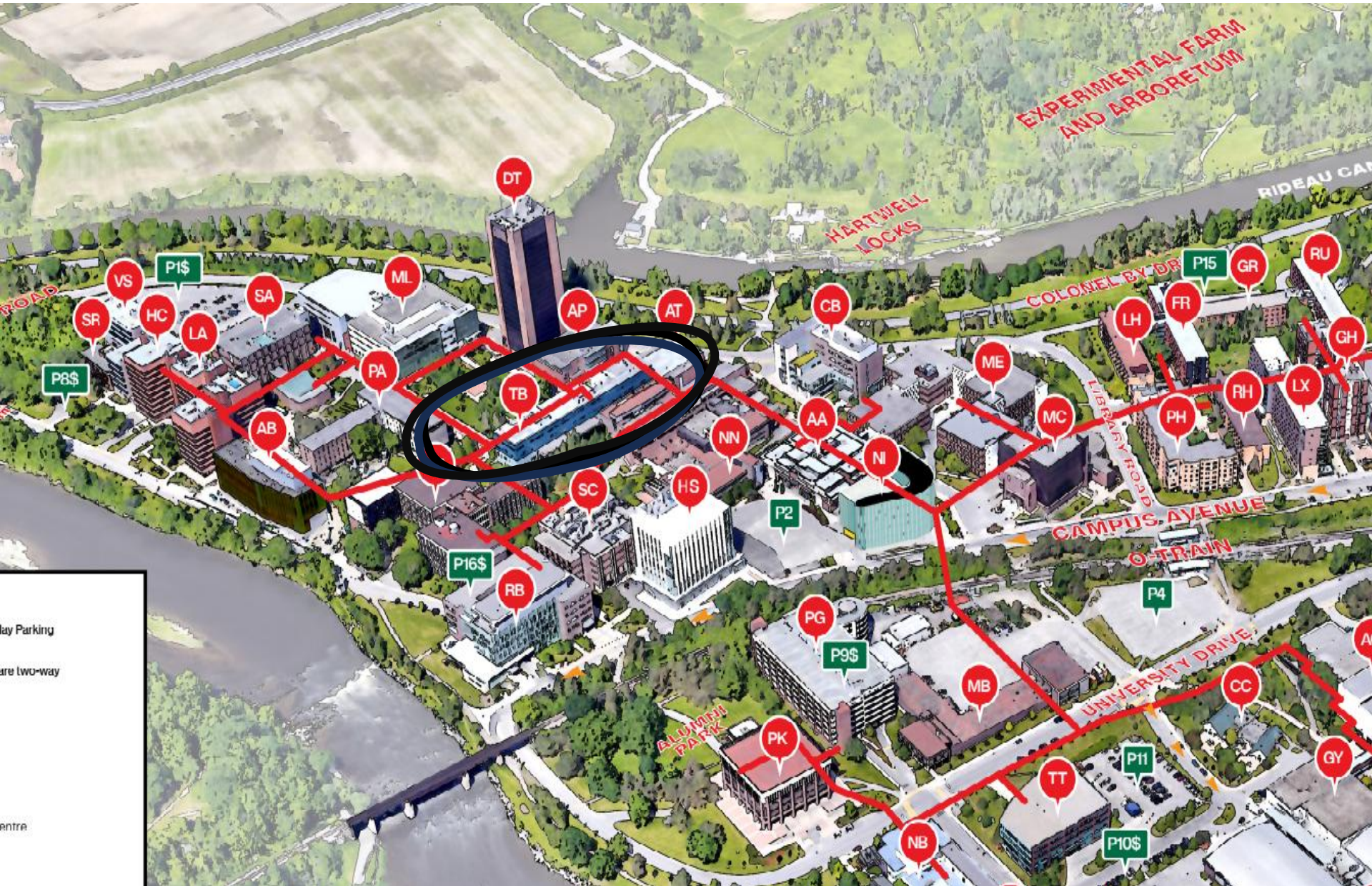




CAREER SERVICES

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 **mySuccess**

CONTACT US:



613-520-6611



career@carleton.ca



Live Chat at
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

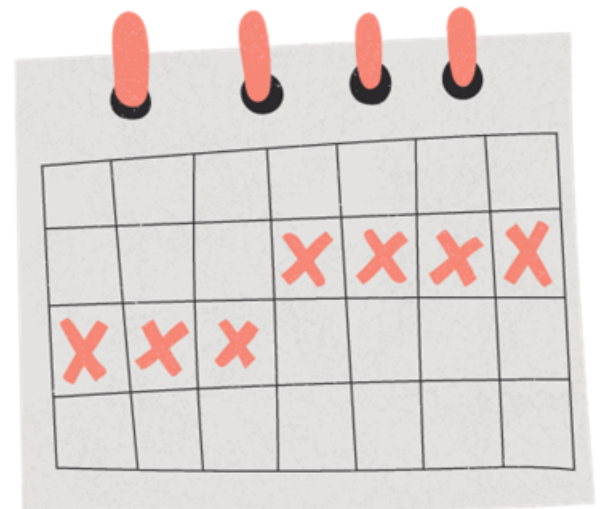
CAREER & NETWORKING FAIR

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 30th
- Interviews Workshop: Oct. 8th
- Networking & LinkedIn Workshop: Oct. 9th
- Resume Pop-up: October 9th



Career Services Website

Information, Resources, and Templates

www.carleton.ca/career

CHRONOLOGICAL RESUMES

SKILLS-BASED RESUMES

COMBINED RESUMES

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



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 c to specify which positions were volunteer:

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

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

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...

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

20xx - Present

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

CAREER OBJECTIVE (Optional)
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- Scholarships, awards, Dean's List:

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City, Province, Postal Code
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Carleton University, Ottawa, ON

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Management Skills

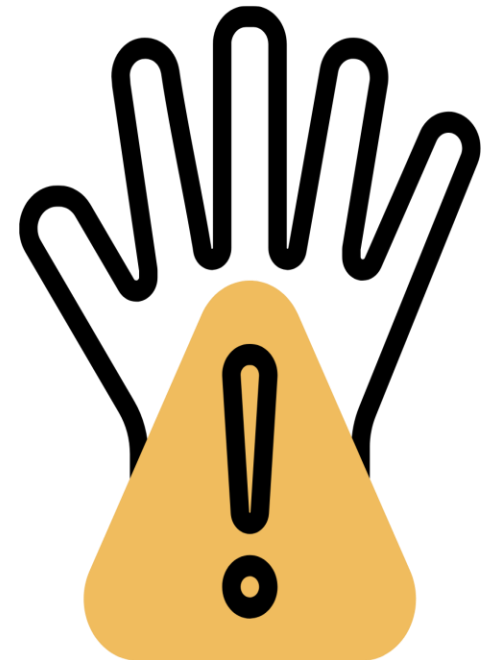
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ACCOMPLISHMENTS
List your experiences into areas of skills, such as general skills, or sales skills. To determine what skills to list are for the position you are seeking. Your experience k, or academics.

20xx - Present

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...



**Carleton
University**

Career
Services

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)

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career@carleton.ca



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Co-op & Career
Services](#)



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[Live Chat](#)



[401 Tory Building](#)



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