

How to write a resume

First, start by writing your name, contact information and address at the top of the document. A resume is broken down into 4 main sections: objectives, highlights, education, and employment and/or volunteer experience. A reference page does not have to be included with your resume when applying for the position. Simply writing “References available upon request” at the bottom of the page is sufficient.

Objective	<ul style="list-style-type: none">•This is where you state what position you are applying for and what company the position is through. For example, “to obtain the [insert job title here] at [insert company/agency name here].
Highlights	<ul style="list-style-type: none">•This is where you write the main points that are applicable to the position you are applying for. For example, if you were applying to a cashier position one point could be “excellent customer service” or “ability to work in a fast-paced environment”.
Education	<ul style="list-style-type: none">•Any past and/or present education that you have acquired goes in this section. For example, Highschool, Bachelor’s degree, college certificate. It is encouraged to have the dates that you completed the program and what school was attended.
Employment History/ Volunteer Experience	<ul style="list-style-type: none">•The job title, Company/Agency, time frame of employment and a 3-4 bullet points about tasks/duties highlighting employment experience.

How to write a cover letter

A cover letter is used to introduce yourself, showcase your accomplishments, education, and any pertinent details to the potential employer. It is also the opportunity to showcase any personal experience that may set you apart from other applicants. The address of the company, the date you are writing the letter, as well as the name of who the letter is addressed to is written in the top left corner. If you do not know the name of the individual, you may write “to whom it may concern”. At the end of the letter, write a closing statement (I.e. Sincerely, Kind Regards, etc). and your name.

Reference Page

State the full name and contact information of individuals who can provide a professional (previous employers or volunteer agencies).

Connect with your Community:

WorkPrep Regina <ul style="list-style-type: none">•2020 Halifax St•(306)757-9096•info@workprep.ca	Partners in Employment <ul style="list-style-type: none">•2122 Broad St•(306)522-2555•partnersinemployment.regina@saskabilities.ca	Saskjobs <ul style="list-style-type: none">•1955 Broad St•(306)787-2160	SSILC <ul style="list-style-type: none">•2220 Albert Street•(306) 757-7452
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References

Purdue Online Writing Lab. (n.d.). *Résumés and CVs*. Purdue Online Writing Lab.
https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/index.html