

FREE Resume + Cover Letter Support

Five Minute Resume Review Feedback
Learn How To Tailor Your Cover Letter

Resume Writing Guide

Your resume is your personal marketing tool. It highlights your skills, education, and experience so employers can see the value you bring. A clear, well-organized resume helps you stand out and get more interviews.

1 Build a strong foundation

Include your contact information—such as your email, phone number, or even a QR code linking to your LinkedIn profile—along with your skills, work experience, and education or training. Add volunteer or extracurricular experience to highlight community involvement and transferable skills. Keep the format simple, organized, and easy to read.

2 Keep it clear and concise

Aim for a one-to-two-page resume that's easy to skim. Use bullet points, consistent formatting, and standard headings. Avoid fancy templates, graphics, or photos. Employers in Canada prefer simple, professional layouts that highlight your content, not the design.

3 Focus on achievements

Explain what you accomplished—not just what you did. Use strong action verbs and include numbers where possible, such as: “Increased sales by 25%” or “Organized a fundraiser for 150 participants.” Quantifying your results makes your impact clear and memorable.

4 Tailor each application

Read the job posting carefully and tailor your resume to it. Use keywords from the ad—skills, tools, or qualifications—throughout your resume. This helps your resume pass through Applicant Tracking Systems (ATS) and shows that you're the right fit for the role. Include experience that is recent and relevant to the role you are applying for.

5 Address gaps or limited experience

It's okay to have gaps in your work history. Include any courses, volunteer work, or projects you completed during that time. If you're new to the workforce, highlight school projects or community roles that demonstrate relevant skills and commitment—just keep explanations brief.

6 Get help and use free tools

Find free templates and examples through:

- Job Bank Canada (jobbank.gc.ca)
- Alberta Supports (alberta.ca)
- Indeed Resume Builder (indeed.com/create-resume)
- Need feedback? Reach out to local employment agencies or Job Connector partners for free resume reviews and workshops.



Common Questions

What if I have a break in work history?

- Be honest but brief (e.g., “Full-Time Caregiver, 2022–2023”).
- Focus on what you did during that time – courses, volunteering, or freelancing.
- Use a skills-based or hybrid resume format to emphasize your strengths.
- Remember: short gaps are common and can be framed positively.

What if I have little or no work experience?

- Highlight volunteer work, school projects, clubs, or internships.
- Include skills gained through coursework, caregiving, or hobbies.
- Focus on soft skills like communication, teamwork, or reliability.

How long should my resume be?

- Keep your resume to one page if you’re early in your career or have less than 10 years of experience.
- Use up to two pages if you have extensive, relevant experience or multiple significant roles.
- Focus on the past 10–15 years of relevant work. You can summarize older positions under a section such as “Earlier Experience” without full details, if they support the job you’re applying for.
- Always prioritize relevance—include only what aligns with your current career goals. Remember, quality matters more than quantity.

