

## Resume Toolkit

Developing a resume and cover letter can feel intimidating. Not only is it important to understand the different types of formatting available for these items, it can also be tricky to showcase your skills, abilities, and knowledge in a way that shows a potential employer why you are a good fit in their organization.

### Resume Toolkit

There are a variety of resume formats that employers may ask for. Below, we will explore the following formats

- Traditional resume
- Infographic resume or online portfolio
- Video resume

#### What Type of Resume Should I Use

- Choose the type of resume that best fits your skills!
- Some job postings may indicate which they prefer.
- Consider which style will best represent you.

### Resume Types

#### *Traditional Resume*

- Chronological:
  - This style of resume is the most common type of resume.
  - This resume format lists work experience in reverse chronological order, so your most recent experience down to your least recent experience.
  - It provides names of employers, locations, dates of employment, job titles, and a brief description of your job responsibilities. This is a great way to highlight your past work experience.
- Functional:
  - This resume format organizes work experience into groups based on skills or functions.
  - If a standard resume format that shows your work history does not accurately represent you for a job, you can try the functional resume format, which showcases your transferable skills.
  - Dates and places of employment are usually briefly summarized at the end of the resume. The information is organized without regard to time sequencing or where each competency was gained.
  - This is a great way to self-market your skills and is an especially great option for those who have not yet gained a lot of professional experience.
- Combination:
  - The mix of chronological and functional resumes results in the “combination” resume. Skills and abilities are listed first, followed by chronological experience. This resume format is good for emphasizing specific skills and abilities of professionals with diverse backgrounds and creative applicants like designers or artists.

## Traditional Resume Formatting - Best Practices

- 2 pages maximum.
- Write in the third person. Avoid using "I," "my," or "me".
- Use bulleted points to make finding relevant information easy for the employer.
- Include your email address and phone number.
  - Ensure that your email address and voicemail greeting are appropriate and professional.
- Font:
  - Font should be large enough to be read.
  - 11/12 font size minimum.
  - Choose a more standard, easy-to-read font.
  - Keep font consistent throughout your resume and cover letter.

## *Video Resume*

- A video resume is a digital recording where a job applicant presents themselves and their qualifications for a job.
- A video resume allows candidates to showcase their personality, communication skills, and enthusiasm for the role through a video format.
- In a video resume, candidates might:
  - Introduce themselves and provide a brief overview of their background.
  - Highlight key skills, experiences, and accomplishments relevant to the job.
  - Explain why they're interested in the position and the company.
  - Demonstrate their communication abilities and professional demeanor.
- These can be a great way to stand out! However, they should be professional, concise, and tailored to the specific job you're applying for.

## Video Resume Formatting - Best Practices

Here are some tips for making a good video resume:

1. Plan Your Content:
  - a. Prepare a script or outline to ensure you cover all key points: introduction, skills, experiences, and why you're a good fit for the role.
2. Presentation Matters:
  - a. Wear attire appropriate for the industry and role you're applying for. Dress as you would for an in-person interview.
  - b. Ensure your hair, makeup, and overall appearance are neat and professional.
3. Lighting and Sound:
  - a. Use natural light or soft lighting to ensure your face is well-lit and clearly visible. Avoid harsh lighting and shadows.
  - b. Use a good quality microphone or ensure your recording environment is quiet to avoid background noise.
4. Background and Setting:
  - a. Choose a clean, uncluttered background that isn't distracting. A neutral or professional setting works best.
  - b. If possible, record in a setting that reflects professionalism, such as an office or a tidy room.
5. Body Language and Delivery:
  - a. Stand or sit up straight, and use positive body language. Smile and make eye contact with the camera.
6. Customize for Each Role:
  - a. Customize your video resume for each job application.
7. Practice:

- a. Practice multiple times to ensure smooth delivery. Consider recording practice runs to critique yourself or get feedback from others.
8. Feedback and Revision:
  - a. Before finalizing, get feedback from friends or mentors. They can provide insights on areas for improvement.

By following these tips, you can create a professional video resume that helps you stand out to potential employers.

### *Infographic Resume or Online Portfolio*

An infographic resume is a visually driven resume. It uses graphics, charts, and other design elements to present your professional experience, skills, and achievements. Unlike traditional resumes, infographic resumes focus on visual storytelling to capture attention and convey information.

Key Features of an Infographic Resume:

- Visual Design:
  - Incorporate visual elements like icons, graphs, and charts to represent skills, experience, and accomplishments.
  - Use colors to highlight sections, skills, and key points, but avoid overwhelming the reader with too many colors.
- Data Representation:
  - Use pie charts, bar graphs, and timelines to illustrate achievements, skills proficiency, or career progress.
  - Display skill levels or certifications in a visually appealing manner.
- Layout and Structure:
  - Arrange content in a flow that guides the reader through your career story. This can include sections like education, experience, skills, and achievements.
  - Use font sizes and styles to create a clear hierarchy, making it easy to identify key information at a glance.
- Creativity and Branding:
  - Infographic resumes often reflect your personal style and brand, showcasing creativity and design skills.

Infographic Resume Formatting - Best Practices

- Know Your Audience:
  - Infographic resumes are best suited for creative industries where visual impact is valued. In more traditional fields, they might not be as well received.
- Clarity and Readability:
  - Ensure that the design does not overshadow the content. The information should be clear and easily readable.
  - Don't overload the resume with too much information or too many graphics. Aim for a clean, organized layout.
- File Format:
  - Save your infographic resume in formats that maintain its design integrity, like PDF, and be prepared to provide a text version if needed.
- Supplement with Traditional Resume:
  - Sometimes, it's a good idea to include a traditional resume along with the infographic resume, especially if applying through online platforms that may not support complex designs.

An infographic resume can be a powerful tool when used appropriately, helping you to stand out and showcase your skills and creativity in a memorable way.

## Overall Tips & Considerations for a Good Resume

A good resume should be easy for the recipient to read or view. It should convey your skills, work experience, and assets clearly. Below, please find best practices when writing a resume.

- Keep it clear and concise.
  - An employer typically does not take much time looking over your resume. Your resume should not have too much text as it may be too difficult to read. The more you include, the more employers might miss the information you want them to gather from your resume.
- Tailor your resume to suit the position you are applying for.
  - Review the job description and speak to the experiences you have that relate to the job you are applying for. Be sure to use the buzzwords found throughout the job description.
- Be honest.
  - Do not lie on your resume by overstating your skills or experiences.
- Keep it simple!
  - Resumes may be reviewed by individuals in Human Resources or recruiters, not just hiring managers. Use simple language and keep it clear for the reader to understand.
- Highlight your accomplishments.
  - Highlight your achievements through the work experience section of your resume.

## Still Unsure About What to Do Next?

- We have teamed up with [resume.com](https://www.resume.com/nipissing) to make resume writing easier. Check out different industry resumes, formatting, and layouts to find the best option for you, by following this link <https://www.resume.com/nipissing>.
- Another great resource for resume writing is through the [Government of Canada's Job Banks website](#). They provide templates tailored towards new professionals.