Confederation COLLEGE
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www.northwestworks.ca
Northwest Employment Works

RESUME BUILDING
PRO TIPS

FILE TYPE

Microsoft Word

- Word is the recommended file type to use! Your resume will evolve over time as your experiences grow, and you need a program that will allow you to edit those changes easily

Adobe Reader

- When submitting resumes online, send them as an Adobe PDF file
- Intended spelling/grammar on Word and Google Docs are automatically underlined and by saving as a PDF, it removes the distraction of having those underlined "errors"
- PDFs lock formatting into place which reduces the risk of accidental changes to your document

FORMATTING

- Font size should be 11 or 12
- Smaller font sizes are hard to read, larger fonts take up too much valuable space on your resume
- Recommended fonts for readability include the following: Calibri, Cambria, Tahoma, Arial and Avenir

LENGTH OF RESUME

- 1-2 pages is ideal
- If you have 2 pages, print it one-sided and staple or paper clip the document

CUSTOMIZATION

- There is no "one-size-fits-all" resume!
- Make sure to customize it for the job or industry you are applying for i.e., Customer Service, Hospitality, Healthcare, Engineering, etc.
- We recommend having an active job posting pulled up when you are creating a resume as it allows you to match the specific skills you have with the ones the employer requires for their vacancy
- Make sure your contact number and email address listed are active and include your full address, so employers know you currently live in Thunder Bay

INTEGRITY

- Always be truthful! Do not copy skills from online templates or friends/acquaintances if you haven't gained that skill with your own experiences, it will be very apparent during the interview process
- Lying on your resume can lead to termination of employment and damage your reputation, regardless of how long you have been working for them! Dishonesty is one of the quickest ways back to being a "job seeker"
- Thunder Bay is a small city and word of mouth travels very fast, especially within similar industries!

REFERENCES

- Do not list someone as a reference unless you have their consent!
- Use your references' preferred contact information i.e email, and phone number and make sure they are up to date!
- International references are valid! You will want to use an email address as the primary method of contact as many employers may not have international calling capabilities

SAVING YOUR WORK

- Do not save work on any public computers, this gives you better control of your personal information
- Save your resume (Word Doc) in a way that is easiest for you to access i.e. email, USB Flash Drive, WhatsApp, Google Drive, Google Docs, etc.

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JOB SEARCHING
PRO TIPS

UPDATE YOUR RESUME
- Make sure your resume is up to date and be mindful of your spelling, grammar, capitalization and any other errors like your address, email, and phone number
- Include skills that are transferrable to the positions you are applying for

KEEP YOUR EMAIL ADDRESS SIMPLE
- Use your first and last name, avoid using excessive amounts of numbers/symbols, and stay away from using nicknames
- Emails such as "xx_45678_xx@gmail.com", beachbabe@gmail.com", "coolcat@hotmail.com", etc. are not appropriate for a professional resume

VISIT RECRUITER SITES
- You can conduct a very targeted search by connecting with a recruiter who can let you know about opportunities or even work on your behalf
- Recruiters typically maintain their own job postings and are directly connected with employers

EXPAND YOUR SEARCH
- Do not underestimate the power of "surfing the internet", extensive searches lead to better employment opportunities and a greater awareness of job requirements
- Employer's websites and job banks are excellent resources for job postings

GET "SOCIAL"
- Social networking sites such as LinkedIn, Facebook and WhatsApp provide "virtual" opportunities to connect with other professionals in your area or halfway across the world.
- Participating in reliable chat rooms and discussion forums hosted by professional associations is also an excellent way to find out more about open positions.

DON'T JUST BLAST AWAY
- Do not blindly send out your resume to every company you come across, take extra time and effort to customize your resume and cover letter to reflect your skills for each position.

KEEP YOUR PRIVACY
- Make sure to job search on trusted job search websites. If a position from a suspicious-sounding website is "too good to be true", chances are it is! Steer clear and use websites you know are safe.
- Avoid job searching at your current workplace as employers have the right to monitor the websites you visit and emails you send.

IMPORTANCE OF FOLLOWING UP!
- It is so important to follow up with employers after you submit your resume.
- Have a positive mindset to follow up on an application you sent online, verify if the employer received the resume and reassert your interest in the position
- Job hunting online should not be the only strategy you use to find a new position!

POPULAR ONLINE JOB BANKS

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www.northwestworks.ca/job-bank

Confederation COLLEGE | STUDENT CAREER SERVICES

mycareer.confederationcollege.ca

indeed

ca.indeed.com

Service Canada

www.jobbank.gc.ca

WORKOPOLIS

www.workopolis.com

kijiji

www.kijiji,ca

MONSTER

www.monster.ca

North Superior Workforce Planning Board

www.nswpb.ca/jobs

Linked in

www.linkedin.com/jobs

LocalWork.ca
YOUR BEST SOURCE FOR LOCAL JOBS

www.localwork.ca