



AIRDRIE EMPLOYMENT

#102 – 115 Centre Avenue West (Beside Airdrie Wok)

403-948-9711

TIPS FOR MORE EFFECTIVE RESUMES

- Your resume should never be more than two pages long.
- Do not write complete sentences; use phrases that start with a verb, to denote action
- If possible, do not use a functional resume; employers prefer a reverse chronological resume.
- Be more specific with your descriptions of your most recent positions, and less specific with your least recent positions.
- For numbers one through nine, write them out; use the numerical form for numbers 10 and greater than 10
- Avoid using formatting such as borders, lines and italics, when you are certain that your resume will be scanned by OCR (Optical Character Recognition) software.
- Always use white paper.
- Do not include your references on your resume; references should be on a separate sheet.
- Avoid using personal pronouns; they make your statements weaker.
- Do NOT go back more than 10-15 years in detailing your employment history.

**COME INTO OUR OFFICE AND HAVE ONE OF OUR EMPLOYMENT COUNSELLORS ASSIST YOU
IN MAKING AN EFFECTIVE RESUME. IF YOU HAVE WEAK COMPUTER OR KEYBOARDING
SKILLS, WE CAN CREATE THE RESUME FOR YOU!**