

Resume Building Worksheet

Note: the goal of this worksheet to help you prepare content for your resume and is not meant to be used a template. The Career Centre has resume samples on our website in the [Resume Toolkit](#) section. If this is your first time writing a resume, please visit our [First-Time Resume Writing Webpage](#)

Personal information: This section should be at the top center of the page. Include your name, email address, phone number and LinkedIn address (if you have an updated and strong LinkedIn profile). NOTE: Your email addresses should be professional (we recommend that you use your University of Toronto email).

OPTIONAL. Highlights of Qualifications/skills: This is the section where you can list your degree and other job functions. Do not have more than five bullet points. An example of a job function: Trained 5 team members over two days to operate the photocopying machine at ABC Inc. Remember to use evidence based statements instead of just listing skills (please refer to page 11). Please review our [Skills Summary Handout](#)

Note: your final resume can be reorganized in sections based on relevancy for anything below (e.g. if your academic projects are more relevant than your experience, you can move that section up)

Education: List your current or most recent qualifications, such as your Bachelors, Masters, Professional certificate or additional education. Do not list your high school diploma (**unless you are in 1st year**). List graduation date. If still attending University then write the following: Expected Graduation 20..... You can use "2020 (or year started) to present"

Relevant courses (Optional): Include the name (not course codes) of three to five courses that may be relevant to the role for which you are applying.

Awards (Optional): You can any awards during high school, university, or as part of a paid job or volunteer experience. Include the name of the award, a quick description of what it is based on (academi accomplishments, community involvement) and the date you received it.

Technical/Research Skills (Optional): a list of the software/hardware or research skills that have demonstrated.

Work Experience/ Volunteer experience: List all your work experiences in reverse chronological order (beginning with the most recent organization and functions first). You can choose to include in this section any volunteer experience you have had that demonstrates skills/qualities you wish to highlight.

Note: you can choose to have two sections (Related Experience, Additional Experience) if some of your experiences are more relevant than others.

Job Title, Name of Organization

Dates

- What you did (three to five relevant activities/duties/accomplishments using bullet points, [action verbs](#) and [outcome based statements](#))

Academic Projects

Details of academic projects could be included in this section. Remember to include the dates and use the same formatting as your experience section (name of the project, name of the course, bullet points with relevant activities). Note: if these projects are more directly relevant than your experience, you can put this section directly following your Education section.

Interests/extra-curricular activities/additional info

Note: if you held a leadership role in a campus organization, you can choose to list it in your experiences with the details of your role

Please visit the [Resume Toolkit](#) on the Career Centre website for more information and to review some [samples resumes](#).