

How to Write a General Resume

Context

A resume serves as a concise summary of your relevant work history, skills, and experience. It is, most fundamentally, your ticket to a potential interview. It should read as a tailor-made highlight reel of reasons as to why you should be considered for the job you are applying for. The resume should demonstrate not merely that you are applying for a job, but that you are applying specifically for the specific job posted by the employer. Your resume is your professional story; tell a memorable one.

Resume Structure

Various resume types exist, but the 'reverse-chronological' or simply 'chronological' style is recommended for this purpose. It emphasizes relevant work experience, listing them in order of current or most recent work first. The following sections comprise a chronological resume:

- **Contact information:** Include your name, phone number, email address, city, and optionally, your LinkedIn profile.
- **Summary statement:** Provide a brief statement highlighting your career goals and skills you offer. Ensure that this section is tailored to the job description and role applied for.
- **Work Experience:** This section should showcase your abilities, skills, and practical knowledge to potential employers. This section serves as a testament to your proven track record of performance and experience relevant to the position you are applying for.
- **Education:** This section should offer insight into your academic background and qualifications. This segment not only highlights your formal learning but also provides context for potential employers to assess your foundational knowledge and expertise and your potential for learning.
- **Skills:** This section should succinctly summarize your competencies and strengths. Additionally, it serves as a strategic snapshot, offering employers a quick glance at the specific abilities that make you a valuable candidate.

Closing Remarks

There is no single, definitive way to write a resume. The nuances of crafting an impactful resume are influenced by the unique demands of various fields, employers, and locations. When in doubt, ask. Reach out to prospective employers or those already working in the field and remember that the UNBC Career Centre is here to help you showcase all that you have to offer in a way that reflects your professional value.