



## Why do I need a résumé?

Employers use resumes to help them decide who to interview for a job. They want to find the best person for the job as quickly as possible.

## What's the difference between a resume and a cover letter?

A resume is a document (maximum 2 pages) that lists your employment history or volunteer experience. It summarizes the jobs you have held, your level of education, any special certifications, transferrable skills, and other information about your background.

A cover letter is written to highlight the qualifications you have for the job. It is used to provide the employer with additional information as to why you are a good candidate. The main function of your cover letter is to show off what makes you a good match for the job.

## How do I get started?

### Step 1

**Write down what you have to offer.**

- Include work experience, volunteer or community involvement
- Your transferrable skills
- Special training

### Step 2

**Determine what employers want/need for the job.**

- Look at ads and highlight the skills they are asking for that you have
- Focus on what you would do in that job and what would help you do it well

### Step 3

**Show employers the best of what you have to offer.**

- Word your information carefully so an employer can focus on how the skills you have can match the job.

### Step 4

**Use a resume planning worksheet as a rough draft.**



## When you do this...

Use simple, clear words and details to show skills and duties.

Use clear headings for sections.

Include skills relevant to the job

Be brief and direct.  
(2 pages maximum).

Make it look nice. Keep it fairly simple.  
Don't cram too much into one page.

Check for spelling and grammar errors.

Make sure you are sending it to the right place and person.

## The employer thinks this...

"This is easy to follow.  
This person's skills really stand out."

"This person is organized.  
I can find the info I want."

"That's just what I was looking for."

"This person respects how busy I am."

"This is easy to read. They have taken the time to make it neat and tidy."

"This person can write well and has proof-read their work."

"This person has taken the time to learn about our company."