

What to Put on a Resume:

Contact Information:

- Your name
- Your address
- Your phone number and professional email address



Education and Training:

- School name and location
- Grade/year completed or currently in
- Program of study/special courses
- Special honours, distinctions, awards (or put it its own section)

Skills and Abilities:

- Any transferable skills that relate to the job you are applying for
- Any special certifications you hold that relate to the job (e.g. First Aid, lifeguard, Superhost etc.)

Work and Volunteer Experience: (could be separated)

(list most recent date backward – try to limit to four items)

- Where you worked (include name of organization, city etc)
- Dates you worked there
- Position you held and brief summary of your duties

Interests:

- List any interests/hobbies/extra-curricular activities etc.

References:

- Either list them (with permission) with their contact information or write "Available Upon Request" under the heading

What NOT to Put on a Resume:

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| <input type="checkbox"/> Age, Gender, Marital Status | <input type="checkbox"/> Height, Weight etc. |
| <input type="checkbox"/> Social Insurance Number | <input type="checkbox"/> Why you left previous jobs |
| <input type="checkbox"/> Race or Religion | <input type="checkbox"/> Salary expectations |
| <input type="checkbox"/> Political affiliation/philosophies | <input type="checkbox"/> A photo, unless validly requested |
| <input type="checkbox"/> Negative Information (medical, criminal, fired) | |