
Standard Resume Sections

- I. Heading/Contact Information
 - II. Objective
 - III. Profile/Qualification Highlights/Professional Summary
 - IV. The Skills Summary
 - V. Work & Volunteer Experience
 - VI. Education, Training & Certifications
 - VII. Accomplishment Statements
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I. Heading/Contact Information

Structure:

First Name Last Name

Phone: 604-000-0000 | Email: 0000@gmail.com
560 Robson Street, Vancouver, BC V5H 7W4

Example:

Steve Jobs

Phone: 604-555-6666 | Email: steve_jobs@gmail.com
560 Robson Street, Vancouver, BC V5H 7W4

II. Objective (or the Job Title you are applying for)

Structure: The job you are applying for and why skills you can bring or offer the company or simply the name of the job you are applying for.

Examples:

Objective: Sales Associate at Indigo Bookstore (short)

or

Objective: I would like to apply for a part-time position as a Server, where I can offer my years of experience working in fine-dining restaurants (longer)

III. Profile/Qualification Highlights

A bullet-point summary of your key qualifications for the job also sometimes written as a paragraph; employers usually read this first. Content: overall relevant work experience, education, training, courses, work-related hard skills and work-related personal characteristics (soft skills).

As a guideline for the section:

- **Work Experience**
- **Academic Training**
- **Skills (Hard Skills = Technical Skills)**
- **Personal Characteristics (Soft Skills = Personal & Professional Attributes)**

Example bullet points:

- 1 year of experience working in Customer Service
- Strong background in handling customer complaints, processing payments and managing store inventory
- Completed Customer Service courses at BCIT
- Attended internal training on Handling Customer Complaints
- Skilled at providing information about store promotions, answering customer questions, handling product returns
- Able to stand for many hours and work flexible shifts
- Responsible team player who enjoys multitasking
- Friendly, reliable and helpful worker

Example paragraph:

Friendly and reliable customer service professional with 1 year of experience assisting customers, handling complaints, processing payments and managing store inventory. Completed Customer Service training at BCIT, along with internal training in handling customer complaints. Skilled at answering customer questions, explaining store promotions, processing product returns and providing helpful service. Responsible team player who enjoys multitasking and is able to work flexible shifts.

IV. The Skills Summary

- Clients can write a summary of technical skills grouped into logical categories, such as “Programming Languages” or “Data Analysis Tools”.
- By structuring skills into columns or boxes in this manner the resume is infinitely more readable at a glance for human recruiters.

Example:

SKILLS SUMMARY

PROGRAMMING LANGUAGES

- Python
- Java
- C++
- SQL
- JavaScript
- R
- HTML & CSS

MACHINE LEARNING

- Scikit-learn
- TensorFlow
- Keras
- XGBoost
- LightGBM
- Feature Engineering
- Model Evaluation & Tuning

DATA ANALYSIS TOOLS

- Microsoft Excel (Advanced)
- Google Sheets
- Pandas
- NumPy
- Matplotlib
- Seaborn
- Jupyter Notebook

DATABASES

- MySQL
- PostgreSQL
- SQLite
- Microsoft SQL Server
- MongoDB
- Data Modeling
- Query Optimization

DATA VISUALIZATION

- Tableau
- Microsoft Power BI
- Looker Studio
- Plotly
- ggplot2
- Matplotlib
- Seaborn

TOOLS & TECHNOLOGIES

- Git & GitHub
- Visual Studio Code
- Jupyter Notebook
- Docker
- APIs (REST)
- Linux (Basic)
- Microsoft PowerPoint (Advanced)

- Clients can also create a special section to write about the transferable skills they have that are relevant to the job, which they may have gotten from other personal experiences.
- Clients can review NOC code job descriptions or job postings of positions of interest, to guide what to write in this section.

Skills Summary for a Functional Resumes

Structure:

Skills Summary

Subsection Heading (Example: Administrative Skills)

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Subsection Heading (Example: General Office Skills)

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Example:

Skills Summary

Administrative Skills

- Write letters and proposals using MS Word as instructed by Supervisor.
- Prepare PowerPoint presentations to report research findings.
- Create and respond to email messages from clients and internal staff members.

General Office Skills

- Answer phones and respond to email messages promptly
- Able to arrange travel schedules, book airline and restaurant reservations
- Manage and order stationary as well as other office supplies periodically

Skills Summary for a Combination Resume

Structure:

Skills Summary

-
-
-
-
-

Example:

Skills Summary

- Write letters and proposals using MS Word as instructed by Supervisor.
- Prepare PowerPoint presentations to report research findings.
- Create and respond to email messages from clients and internal staff members.
- Answer phones and respond to email messages promptly
- Able to arrange travel schedules, book airline and restaurant reservations

V. Work & Volunteer Experience

Structure:

Job Title

Month Year – Month Year

Name of Company, City, Province/Country

- Minimum 3-5 Action-Driven Bullet Points using the Action-Task-Result method. **Strong action verb + detail the specific task/object/subject + conclude with descriptive result or detail** (who, what, where, how, when, why)

Example:

Sales Associate

May 2019 – April 2020

The Book Company, Vancouver, BC

- **Stacked books quickly during every shift**
- **Suggested book and genre options to customers as directed by supervisor**
- **Answered customer questions in a friendly and professional manner**

VI. Education, Training & Certifications

Structure:

Degree/Diploma/Certification

Month Year – Month Year

Name of Institute, City, Province/Country

Example:

Professional Customer Service **Certificate**
BC Institute of Technology, Vancouver, BC

May 2022 – Current

Hotel Management Bachelor's **Degree**
University of Lucerne, Zurich, Switzerland

May 2021 – Current

VII. Accomplishment Statements

- Allows clients to describe their skill and experience achievements in the workplace.
- These do not need to be winning awards or having the best sales, they could be more position or industry-level related. Examples such as setting up a new filing system, receiving consistent positive performance reviews, managing a shift with less staff etc.
- If clients have many from one job, they can add them as the first bullet points of their work experience entry
- If they have one for each job, they can add it at the bottom of each work experience entry and label it 'Key Accomplishment'
- If there are a few but not consistent for each job, another section can be added under the Profile section called 'Key Accomplishments'
- Example: "Met monthly target of 30 employed clients in positions related to their education or within their field."