

Writing a resume



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CAROLINE LEGOUIX-VIAU
CAREER MANAGEMENT ADVISOR
SERVICE DES STAGES ET DU PLACEMENT

TO MAKE AN APPOINTMENT:
SERVICE.PLACEMENT@POLYMTL.CA

The resume shows:

Your professionalism

The resume must:

Be interesting and convincing

The resume is a tool:

To highlight your candidacy

The resume's goal:

To get an interview!

The resume's sections

Adapt the order of the sections

- According to the major information for the employer.
- The self-analysis helps you determine what are these information.
- We cannot tell everything, and it is not necessary to tell everything.
- Your resume organization will help the employer to understand rapidly what you have to offer.

The length of a canadian resume

- Variable according to the position, the industry, the experience, the education, etc.
- You should write what will help you get an interview.
- Two pages resumes are the most frequent ones.
- Academic resumes are longer.

1st part

- Contact information
- Summary or profile : skills, experience, qualities that are an asset for the position

2nd part

- Skills (Computer or technical skills, etc.)
- Education
- Scholarships
- Experience (projects, internships, work experience: in one or several section)
- Publications (if relevant)

The order can change according to your experience and the type of position you are looking for, etc.

3rd part

- Extracurriculum activities (volunteering, student activities, etc.)
- Language (can be in the summary if it is a requirement of the employer)
- Interests (if relevant)

To be organized and developed according to the position and what you want to show about yourself.

The extracurriculum activities can be part of the Experience section, if it is relevant.

How to choose the order of the sections (and of the information inside them)?:

It depends...

You have to decide what is the most important information in your profile, for this specific position.

What must not be in a resume

- Your picture
- Date of birth
- Place of birth
- Marital status
- Citizenship or permanent residence
- Religion

And misspelling, lack of harmony (style, font, punctuation), etc.

Be aware of:

- **Key words.**
- **Acronyms:** must be explained.
- **Spelling:** variations in canadian, american and british English.
- **Paper size:** Letter: 8,5''x11'' (or 21,6 cm x27,9 cm)
- **Font and page lay-out:** change your Word document into PDF.
- **Colour:** keep it simple.
- **Page numbers and name:** from page 2.

Summaries or profiles examples

Examples not models

- Each of the following examples is the result of a self-analysis for a specific position.
- The summary is very personal, as the way you decide to dress for a job interview.
- It is the time to stand out.

Summary example

Exemple for a doctorate student (chemical engineering) looking for a position in R&D:

- 9-year experience as lead researcher (Development specialist)
- 3-year experience in laboratory supervision
- Extensive knowledge and experience in gas-solid, and gas-solid-liquid fluidization system, catalyst development and process design and optimization
- Led several projects in renewable energy, biomass conversion to energy and chemicals
- Great leadership capabilities, creative and critical thinking to solve complex chemical engineering problems.

Summary example

Example for a graduate student (aerospace engineering) looking for a position in control system

- Research fellow on test-bed design and automatic control at (*Company's name*) Canada
- Expertise in flight control, aircraft dynamics, turbomachinery as well as control system design, analysis and simulation.
- Practical experience in hardware-in-loop simulation.
- 3+ years of professional engineering experience in embedded systems programming, control, robotics, HMI design, machine intelligence and mechanical design.
- 2+ years of leadership development, change management and business strategy experience within the international aid sector.

5 advices for a winning resume

- Make a self-analysis and customize your resume for the position.
- Be precise and honest, but use a positive language.
- Put yourself in the place of the employer: what does he want to know, is your resume well organized, does it help the employer to understand what you have to offer?
- It is a better strategy to send 10 adapted resumes to 10 specific companies than 100 identical resumes.
- Read your resume before sending it!

Some reading suggestions

- **Visit our Website:**

http://www.polymtl.ca/sp/etudiant/etudiant_es/index.php

- **Jobboom** magazine: <http://www.jobboom.com/carriere/conseils-carriere/>

- **Workopolis** blog: <http://www.workopolis.com/content/conseils>

- Articles in **La Presse, Affaires** section: <http://affaires.lapresse.ca/>
and the sub-section **CV**: <http://affaires.lapresse.ca/cv/> and
Portefolio: <http://affaires.lapresse.ca/portfolio/>

Linguistic tools (in French)

Antidote: logiciel de révision en français (payant, mais disponible sur les ordinateurs portables de la bibliothèque de Polytechnique).

<http://www.antidote.info/>

La Banque de dépannage linguistique (BDL) de l'Office québécois de la langue française: aide en grammaire, syntaxe, ainsi que divers articles sur la correspondance.

<http://www.oqlf.gouv.qc.ca/ressources/bdl.html>

Termium: outils d'aide à la traduction du gouvernement du Canada.

<http://www.btb.termiumplus.gc.ca/>