

SPEECH AND HEARING CLUB (SHLUB) X SFU CAREER PEERS

RESUME WORKSHOP NOTES

November 13th, 2020

Introduction

- Career and Volunteer Services
 - Access different supports through Career Peers and Career Specialist advising

Resources

- Resume Workbook Canvas Course available until February 1st, 2021
- If you have any questions about creating your CV and letter of intent you can email careers@sfu.ca to book an appointment with Career Education specialists:
 - Arts and Social Sciences CV: Penny and Danielle
 - Science: Brenda
- LinkedIn Guys Masterclass: <https://www.sfu.ca/students/career/looking-for-work/career-exploration-tools/login-info.html>

Resume

- Deconstruct job posting
 - Design and targeted information to make resume stand out of large number of applicants
 - Use action words from job posting
- Visually attractive
 - CRAP: Contrast, Repetition, Alignment, Proximity
 - Line thickness, spacing
 - Unity and consistency of formatting
 - Visual continuity, visual interest, readability
 - Grouping contents that are meaningful and related
- Format
 - Ordering sections, most relevant on first page
 - Marketing self and attention to experience
 - Margins, columns, headings
 - Use of white space, consistent use of colour
- Content: strong bullet points
 - Education and experience that reflects skills: what (verb + details)
 - Why, rationale of task, evidence and significance: so what (results)
 - Think about relevant action words describing personal experience
- Coop Resume Gallery resource: www.sfu.ca/olc/coopresumegallery
- Applicant Tracking System (ATS)
 - Employers may use to streamlines resume review process
 - Include keywords and follow application criteria carefully
- Curriculum Vitae (CV)
 - Used for academic purposes, describing education, courses, research, can be longer than a resume
 - Resume usually briefly highlights education, but can elaborate on details of relevant academic experience if space allows