

# 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:

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