Resume and Cover Letter Development



Presented by Sarah Southey, MSW, RSW
Redpath Centre Affiliate
www.sarahsouthey.com
sarah.southey@redpathcentre.ca

About Redpath Centre

- The Redpath Centre is a private mental health organization specializing in ASD and other neurodevelopmental conditions across the lifespan. In addition to providing a range of clinical services, we carry out research, educate stakeholders, and advocate for systems change.
- We offer psychological assessments, occupational therapy, speech assessment/therapy, individual, couple, family and group therapy, vocational and educational coaching.
- Main office located downtown Toronto and affiliates throughout the province

About Sarah Southey

- Undergraduate degree in Labour Studies and a Masters of Social Work
- Over 12 years experience directly counselling individuals with challenges finding and keeping work
- Provides counselling to youth and adults around employment, anxiety and social relationships
- Mom to three young boys and a dog
- www.sarahsouthey.com

Agenda

- Types of Resumes
- What to Include
- Resume Do’s and Don’ts
- Cover Letter Writing
- Cover Letter Do’s and Don’ts

Types of Resumes

- Chronological
- Functional
- Combined

Common Resume Types



Chronological

-Lists most recent position first

-Preferred by employers

-Most common resume type



Functional

-Focuses on skills and experience

-Often used by people who are changing careers or who have gaps in their employment history



Combination

-Mix of chronological resume and a functional resume

-Highlights relevant skills while providing chronological work history

-Emphasizes what makes you the best fit for the job, while still giving the employer desired information

the balance

What to Include on Resume

Main Categories of a Resume

- Contact Information
- Objective or Summary/Profile
- Highlights/Skills of Qualifications/Skills
- Education
- Work Experience
- Volunteer Experience
- Awards/Memberships
- Interests

Contact Information

- Include: Name, Address, Phone and Email
- If you have a relevant portfolio or website, link it here
- The contact font should be slightly bigger and bolder than the rest

Objective Vs. Profile

- Objectives are traditional; however, they are often redundant
- Profiles or summaries offer the opportunity share a bit more about yourself and offer the same effect as an objective
- Include career ambitions and a bit about what you are good at and interested in
- It is appropriate to write in first person and full sentences for this section of your resume only
- No more than 6 lines in length

Sample Profile

Andrés Torres

109 Hollywood Avenue
Birmingham
B35 2HE

Tel: 0121 793 8932
Mob: 079 6778 3931
Email: torres.a@gmail.com

Personal Profile

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years' of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

Highlights or Skills or Qualifications

- This is the section where you list your “soft skills” or “transferrable skills”
- Include any languages, and major competencies not listed elsewhere
- Refer to skills Inventory Checklist for ideas to brainstorm skills
- Narrow your list to 3-7 key skills that relate to the job

Sample Highlights of Skills

Example #1

- Three years' experience working in the_____ (fill in the blank) industry
- Competent at managing responsibilities in a high-volume atmosphere
- Skilled at interacting with customers of all socioeconomic backgrounds
- Hard worker, quick learner, and ability to assume responsibility

Example #2

- Work well under pressure as part of a team
- Responsible, efficient, and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Ability to elicit confidence and build rapport
- Talented in problem solving and office system design

Experience

- Section should contain information previous titles, employers, dates, responsibilities, skills learned and accomplishments
- May go as far as ten years back
- Include odd jobs, babysitting, any time you worked!
- Volunteer Experience may have it’s own heading, but it will follow the same rules
- Try to quantify your experience in this section to set yourself apart from others who have similar experience
- Use same tense throughout

Education

- List your most recent education first
- Bold the name of the program as opposed to the location of the program
- Include dates, and and relevant coursework
- Include certificates, and potentially professional development
- It is generally ok to include programs that were not completed

Interests

- Adding details about interests diversifies you as a candidate
- Consider 3-5 interests and include ones that you are comfortable with future employers knowing about
- If they relate to your professional interests, this is even better (ex. Include “Reading” when applying to a bookstore)

References

- No need to include specific references on the resume, but do make sure that you have reference details saved somewhere personally
- Sample statement “References Available Upon Request”

Resume Do’s and Don’ts

Refer to Handout

Resume Example

Cover Letters Do's

- Have a strong opening statement that makes clear why you want the job and why you're right for it
- Be succinct — a hiring manager should be able to read it at a glance
- Share an accomplishment that shows you can address the challenges the employer faces
- Customize your cover letter for each job you apply for
- Research the company online or contact the receptionist for the name of the correct person who is hiring for the position

Cover Letter Do's Continued

- Explain how the position or company is a good fit with your career goals and interests if the position is unrelated to your academic program; make the connection for the employer
- Research the company's values and latest trends on their website or Twitter account

Cover Letter Examples

References

- https://www.cvplaza.com/cv-personal-profile/how-to-write-a-personal-profile-statement/
- https://csb.uncw.edu/cen/documents/summaryofqualifications072014.pdf
- https://www.indeed.com/career-advice/resumes-cover-letters/write-work-experience-on-a-resume
- https://hbr.org/2014/02/how-to-write-a-cover-letter
- https://resumegenius.com/cover-letter-examples/high-school-student-cover-letter-sample#text-format