

# Resume Guide

Your resume lets employers know what value you bring to their company with the goal of obtaining an interview. It should highlight your skills and experiences, and be tailored to fit each specific job posting.

## Building Blocks of a Resume

### Personal Information

In the header of your resume, place your name, phone number, e-mail, and LinkedIn link, if desired. Avoid including personal information like your age or gender unless relevant to position.

### Summary of Qualifications

Use bullet points to highlight your top 4 – 6 attributes which match the qualifications identified in the job posting. Use the keywords specifically mentioned in the posting, as many companies use AI to do initial screening.

### Education & Training

This section should include all relevant training, micro-credentials, and post-secondary degrees. Current students should include the start date of their studies while graduates can note the date of their graduation.

### Work Experience

List previous work experience by job title and employer in reverse chronological order. Include dates of employment, and a bullet list of duties/accomplishments. Emphasize duties relevant to the job posting and include quantifiable data wherever possible.

### Skills

This section groups your experience by marketable skills, rather than job title. Create a list of transferable skills relevant to the job posting, then outline what experience you have that demonstrates your abilities.

### Additional Sections

There may be additional information you would like to share that does not fit into any of the above sections. Additional sections could be added, including: Volunteer / Extracurricular Experiences, Memberships, Interests or Awards & Honours. Tailor your content for the job posting.



### Where do I put my references?

You do not need to include your references or “references available upon request” on your resume. Employers expect that you will provide references when appropriate. Prepare an electronic or hard copy of your references to provide them, usually after the interview.

# Putting it all Together

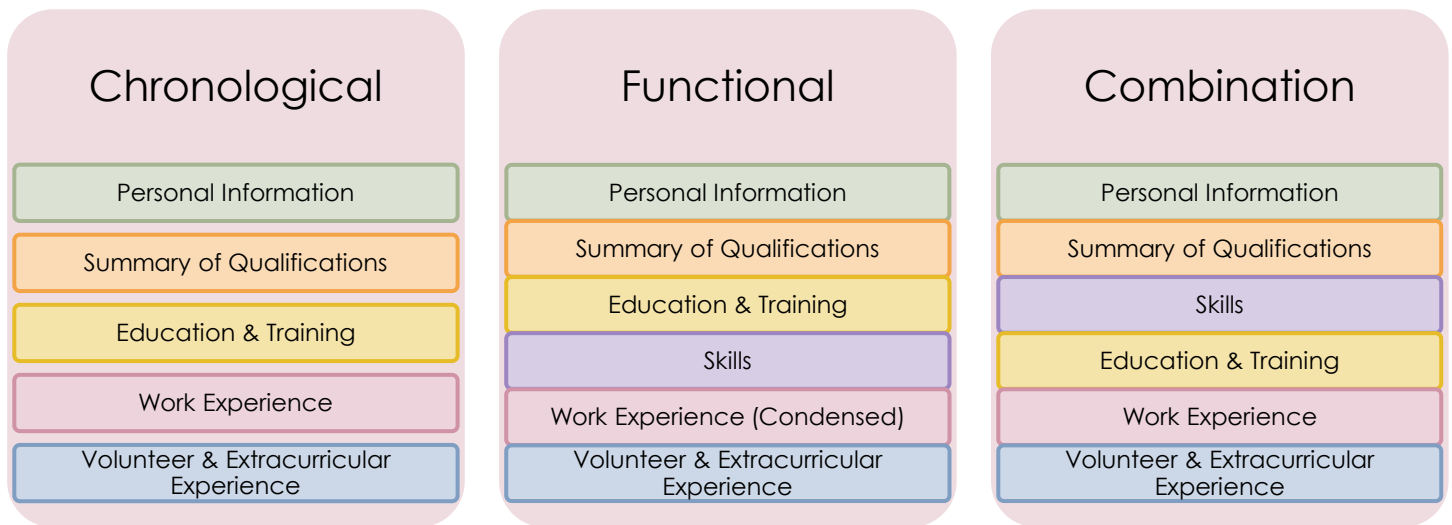
While most resumes share common building blocks, their structure can be adapted to spotlight the experiences and/or skills that best align with a specific job.

A **CHRONOLOGICAL** resume lists your experience in order from newest to oldest. This type of resume is best for communicating direct, role-specific experience.

A **FUNCTIONAL** resume focuses on specific skills you have and where you developed them. This type of resume is best for demonstrating skills gained indirectly or through projects, listing them under specific categories like “administrative skills” or “communication skills”.

A **COMBINATION OR HYBRID** resume uses aspects of both Chronological and Functional resumes, and includes sections for both skills and experience.

## Example Layouts



Take a look at our Sample Resumes at [uwinnipeg.ca/career-services](http://uwinnipeg.ca/career-services) for more examples.

## Tailoring Your Resume

Resumes should always be customized to suit the job you are applying for. Match your skills and experiences with specific requirements listed in the job posting. For example:

### Requirement from Job Posting

Degree in Kinesiology or diploma from a physiotherapy assistant program  
Experience teaching exercises to clients with attention to technical details

### My Experience and Skills

Graduating with a 4-Year Bachelor of Science in Kinesiology in June 2025  
Practicum in sport therapy clinic for 8 months



## Applicant Tracking Systems

Companies often use Applicant Tracking Systems to scan resumes for keywords related to the job opportunity. These systems use AI to rank candidates based on the quantity and quality of keywords. This is why it is important to use clear language matching the language used in the posting.