



HERITAGE COLLEGE & SEMINARY

RESUME GUIDE

What is a Resume?

Resumes are a very important part of the job search. The goal of a resume is for you to be noticed by the employer and then be invited for an interview. Your resume should include information about your education, employment history, experiences, and skills that are relevant to the position for which you are applying.

The steps and tips below are essential to writing a great resume.

The Header

The header of your resume is very important, as it will let employers know who you are and how you can be reached.

Your header should include:

- First and last name
- City and province where you reside
- Email address
- Phone number
- LinkedIn URL (optional)

Ensure that all of this information is very clear and easy to find, as it is necessary in order for the employer to contact you. Your name should be larger in font size than the other information and you may choose to add additional emphasis by centering the information or writing your name in all capital letters.

Objective/Summary Statement

The objective statement or summary statement is an optional section that highlights some key things about you before going into more detail in the sections beneath it.

It should be a few sentences long at the most and be **very specific to the job you are applying to**. Consider skills/qualifications you have that make you a good candidate for this position.

Objective Statement	Summary Statement
<ul style="list-style-type: none">• Usually 1-2 sentences• Share your goal for your career or time in this position and why you are applying.• List your skills that will help you accomplish this goal.• There are debates on using an objective statement, as they can end up being very vague and only highlighting what the job/company can do for you, rather than the other way around.	<ul style="list-style-type: none">• Usually 3-5 sentences• Sum up some of the most relevant skills and experiences from the rest of your resume and highlight them right at the top.• Does not usually include a goal or reason why you are applying• This is the more preferable option as it is usually more specific and showcases your abilities, rather than just stating what you are hoping to get out of the job.

As this is an optional section, is it up to your discretion if you should include a statement such as this or leave it off.

Keep in mind that much of what is normally written in an objective or summary statement could be included and expanded upon in your cover letter if you are sending one.

Summary of Skills/Qualifications

This is another optional section that you may choose to include depending on the position you are applying to. If you have many skills that apply directly to the job, you may highlight them right at the top of your resume, under your objective/summary (if you include one).

Use bullet points to list things you have done that would be beneficial in the position, or specific skills you have that correlate to the job.

This section can be titled something like: “Summary of Skills”, “Summary of Qualifications”, or “Areas of Expertise”.

Educational Background

The education section can either be placed before your employment experience or after. It is up to you to decide which section is more relevant to the position and thus should be the one the employer sees first.

Generally, education goes after employment unless the education is more relevant or you are a recent graduate without much work experience in your field.

Your education section should include:

- The name of the post-secondary school(s) you attended
- Your degree and major/minor
- The year you graduated (if it is relatively recent)
 - If still in progress, write your **anticipated** graduation year (e.g. *Anticipated Graduation 2028*)
- Your GPA if over 3.5 (after you have graduated)

After you have completed 1-2 years in college, you should remove your high school from the education section of your resume.

Employment History

In reverse chronological order (most recent first), list your current and previous jobs. If you have had many, list the ones that are most applicable to the job you are applying for. **You do not need to list every job you have ever held.**

Include the company name, your job title, and the dates you worked there (e.g. March 2020-June 2025).

Below each job title, use bullet points to list your achievements and skills in this position. Try to be as specific as you can and avoid listing your daily tasks when possible. Focus on major accomplishments, projects, etc.

Quantify results when you can and start each bullet point with an action verb (e.g., *Planned and implemented a day camp for 200+ children*). Use present tense for current jobs and past tense for previous jobs.

Other Skills/Certifications

If you have any other skills or certifications that you would like to include, you can list them in this optional section in bullet points (for example, advanced knowledge of Microsoft Office apps/services, being fluent in another language, having a CPR or Food Handlers Certification, etc.).

Alternatively, if you did not include a “Summary of Skills” near the top of your resume, you can include the skills section here.

Other Achievements/Awards/Experiences/Volunteer Work

This is the place to list any other relevant accomplishments or experiences that do not quite fit anywhere else. If you received an award at school, volunteered at your church, went on a mission trip etc., and you think it would enhance your resume, you can place it in this section.

Important Tips!

1. Make your resume a very professional document.
 - Use a professional email address. 76% of resumes are rejected for having an unprofessional email address!
 - Ensure that your voicemail recording is professional.
 - Use a professional font (such as Times New Roman, Calibri, Arial, or Georgia) between 10-12 point size.
 - When uploading/sending your resume digitally, make sure it has a professional file title (e.g., *Joshua Smith Resume 2026.PDF*).
2. If possible, send your resume as a PDF so that the formatting stays the same when the employer opens it.
3. A resume should be no more than 1-2 pages. For a recent college graduate, one page should be enough. For someone with more extensive work experience, two pages is acceptable. If it is two pages, be sure to print it one-sided.
4. Tailor your resume to the job you are applying for! Many larger companies use Applicant Tracking Software (ATS) to scan the resume before a human ever even sees it.
 - Look over the job description carefully and try to incorporate keywords and skills from the posting into your resume.
 - Ensure you list your experiences, skills, and accomplishments that are the most relevant to the job.
 - *TIP:* Keep a master resume that contains all of your jobs, skills, experiences, and accomplishments. This way you can simply copy and paste the information that you want on your resume for each different position you apply to.
5. Ensure that the formatting and spacing is consistent throughout the resume.

What to Avoid

1. Do not add any photos of yourself.
2. Do not add any personal information such as age, gender, political leaning, etc.
3. Do not use first person or personal pronouns.
4. Make sure there are no grammar or spelling mistakes! Proofread your resume several times and have someone else check it as well.
5. Do not include any references or the phrase “References available upon request”.
 - It is assumed and expected that you have references, so no need to take up valuable space on your resume. If they employer wants to proceed with contacting your references, he/she will ask for their contact information after an interview.

Next Steps

To create a resume from scratch, use the Resume Worksheet and this guide to give you direction and be sure to check out the sample resumes found on our website.

If you have questions, please visit Student Services.