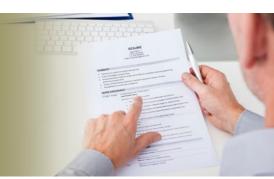## Schulich's Application Tips
YOUR RESUME

There are a wide variety of formats and standards for resumes, depending on where you live and type of positions you have held.

Here are some helpful tips for writing and formatting your resume:

RESUME STRUCTURE
In the North American business world, a resume is typically limited to one or possibly two pages.

- If your resume is flowing with every detail of every job and project you have ever worked on, you will want to re-think the format for your Schulich application.

- Organize your resume into logical sections, and present your work history in reverse chronological order.

- Get to the point and avoid long paragraphs.

HIGHLIGHT YOUR ACCOMPLISHMENTS
Resumes should not be laundry lists of all of the responsibilities held in your past positions, but should highlight your accomplishments.

- Each bullet point under your listed positions should be impactful, starting with an action verb, and quantifying achievements when possible.

- It is said that recruiters only take six seconds to scan your resume, so you want the most impressive points to stand out. The less cluttered your resume, the better.

SCHULICH'S RESUME BOOK
Schulich's Career Development Centre (CDC) publishes a resume book for employers, and the resumes in that book must follow a particular format.

- While you do not need to follow the same format for your application, if your resume needs an overhaul, you may want to use our resume template as your guide, giving you less work to do once you get here!

Top five resume writing tips

1. Choose a basic font
Use a font that is easy to read.

2. Include your contact information
Ensure that it's easy to get in touch with you.

3. Make it relevant
Emphasize transferable management and leadership skills.

4. Prioritize content
Your most important information should be listed first.

5. Add personality
Include details about your hobbies and/or volunteer experience to help us get to know you better.