

FLY WITH THE WIND!

Engaging Inuit Youth in the Canadian Economy

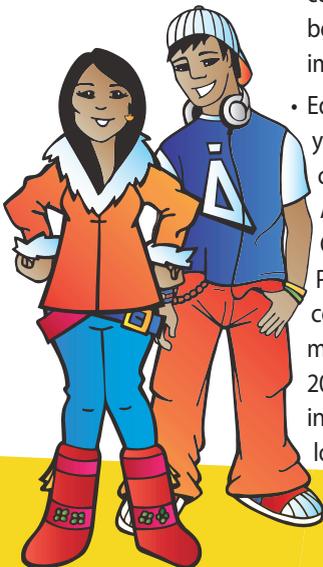
Writing Your First Resume It's All About You

When people start looking for a job, some employers ask you to fill out a simple application form. Others will want a copy of your resume. A resume is an outline of information that employers will want to know about you to help them decide if you are the right person for the job. Writing a resume doesn't have to be a lot of work and most of the information in it you already know. After all, it's all about you.

A resume should be easy to read without a lot of unnecessary detail. Most employers don't spend a lot of time reading every line of your resume but quickly review it to see if you have some of the key things they are looking for in an employee.

Key sections of your resume include:

- Name and contact information. Include your full name, your address and your contact number including cell phone number if you have one. You can include your email address if you have one as well.
- Summary or a statement of objectives. This is usually a description of some of your main characteristics and what kind of job you are looking for. Hopefully the kind of job you are interested in relates to the one you are applying for. So you could say things like "I am an energetic person who likes to work in customer service. I am looking for work in the customer service area within my community/I would like to gain experience working in the area of customer service so I will be able to continue my education" or "I like to keep busy and work best as a team member. I believe I can make an important contribution to any organization I work with."
- Education. This section refers to the level of education you have completed. For example, if you have completed high school, you would put "Graduate, Sir Alexander Mackenzie School, Inuvik, NT, 2012" or "Certificate, Computer Systems Technician (CST) Program, Arctic College, 2013." If you took any special courses or had special interests in high school you can mention that as well "Captain of the hockey team, 2011-2012." If you have any specialized training, you can add it in this section as well: Completed First Aid Course with local Search and Rescue Services, 2009.
- Special skills and interests. This can be an important section for youth who may not have a lot of work experience or special training. Include things like any sports you participate in, traditional land skills and activities, familiarity with technology such as Internet searches, making a website or word processing skills, etc. These may not seem relevant to employers at first, but they do show that you have skills and interests that may be useful for the new job. If you are bilingual, note that on your resume.
- Volunteer and work experience. Include any volunteer work you have done as well as a short description of any jobs you have had. For example:
Volunteer Activity Worker – Nunavik Childcare Centre, Nunavik, summer of 2012.
Helped coordinate activities for children ages 3-5 years including organizing and setting up games, supervised young children during games and activities inside the facility and helped staff clean up the facility at the end of the day. Monitored dropping off and picking up of children at the beginning and end of the day.
- References. Employers may want to contact someone who you have worked with or a teacher that you had to see what their impressions are of you. On your resume, you can just put "Available upon request" in this area and then be prepared to give the name and contact information of a reference person during an interview. Make sure this person knows you, knows you will be using them as a reference, and that they will give you a good reference.
- Finally, let someone you respect look at resume and give their opinion. They may see some important aspects of your personality, skills or experience that you are missing. Also, save your resume in a safe spot and update it often as your experiences and skills grow.



520 – 1 Nicholas St., Ottawa, ON K1N 7B7
phone (613) 238-3977
toll-free 1-800-667-0749
fax (613) 238-1787
website pauktuutit.ca