



## Resume Writing and Interview Tips

A resume represents and markets you, your skills and abilities and the value you bring to the hiring company. Keep your resume simple, targeted to the position you are applying for and concise. A good resume is carefully planned and developed in an appropriate format to showcase your experience and accomplishments in direct relation to a specific position.

When preparing your resume, please ensure you include the following categories and information:

- Your career goals
- The position you're applying for
- Your education background including the program you're enrolled in and the year it will be completed
- Your work experience
- Your volunteer experience
- Any clubs you are a member of
- Your references (either put them on your resume or bring them with you at time of interview)

### Resume Writing Tips

1. Include a career objective.
2. Ensure your resume supports your objective.
3. Include your accomplishments and career achievements.
4. Put information in chronological order (newest first).
5. List start and end dates of each work experience (list only the month and year).
6. Ensure proper sentence structure, and use action verbs.
7. Do not repeat information.
8. Proof read your resume for typos and grammatical errors (read it backwards; have a friend proof-read it).
9. Create your resume specific for each position you're applying for.
10. Include your personal interests, hobbies, and clubs or teams you belong to.
11. Ensure your pages have adequate white space – too much looks inexperienced and not enough looks cluttered.
12. Use the full address for previous employers.
13. Ensure there are no gaps in your resume.



14. Include references or a statement like: *References Available upon Request* at the bottom of your resume.
15. References are not optional and an employer will ask for them. If you have limited work experience references from professors are usually accepted. Please ensure references are available, have agreed to speak on your behalf and their contact information is accurate.
16. Cover letters are recommended but not mandatory.

## Formatting Tips

1. Use an Arial, Times New Roman or a similar font.
2. Use font size between 11 and 12 point.
3. Bold and enlarge your name at the top, ensure you provide your address and phone numbers.
4. Ensure name and/or address is not too small or too large, it should be easy to see on page.
5. Use a header on the second and third pages, which includes your name and page number.
6. Keep the sections lined up and consistent.
7. For a two-page resume, be sure to fill the second page at least halfway down. This is just a guideline; resume needs to include all the pertinent information.
8. Leave out personal data, photos, and unrelated hobbies.
9. Remember: thoroughly proof read your resume!

## Interview Tips

1. Research the company prior to the interview.
2. Practice interviewing.
3. Be aware of the interview method the company uses: AltaLink uses the Behaviour Based Interview Format.
4. Review the job posting and pick out skills and competencies addressed and document some of your experiences that relate to these skills. If it helps, bring them along to review.
5. Greet the employer with a handshake.
6. Make frequent eye contact.
7. Smile, be polite, and try to relax.
8. Listen carefully to the questions asked. Ask the interviewer to repeat a question if required.
9. Answer questions as directly as possible.
10. Be upbeat and make positive statements.
11. If you've worked before, talk about what you learned from it.
12. Bring a copy of your updated resume if appropriate.
13. Bring a copy of your references.
14. Prepare a list of questions about the company and position.
15. Be prepared to comment on the salary you expect if successful.

Good Luck!

