

# Resume Toolkit

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# Resume Toolkit

Reading time: 20 minutes

- **Start with the basics**

Understand the purpose of a resume and what goes in it.

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- **Customize for your industry**

Create a resume that works for any industry, including finance, marketing, and the tech sector.

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- **Design your header**

Create a polished and professional resume header.

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- **Target your profile**

Build a customized, targeted profile that shows off your best qualities.

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- **Highlight your education**

Communicate the value of your UBC Sauder education.

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- **Describe your experience**

Use accomplishment statements to show your experience and impress employers.

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- **Show off your skills and interests**

Showcase skills and interests that add a personal touch to your resume.

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- **Test your resume with VMock**

Use VMock to score your resume and find areas to improve.

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- **Review the resume checklist**

Make sure you have all the components of an impactful resume.

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- **Get feedback**

Talk to family, friends, and classmates, or book a coaching appointment with your Career Manager.

# Start with the basics

**Recruiters spend an average of six seconds looking at a resume. Use it to impress potential employers with a summary of your skills, abilities, and accomplishments**

A complete, professional resume includes the following sections:

- ✓ **Header:** Provide your contact information
- ✓ **Profile or key competencies:** Summarize your top skills targeted to the position you are applying for
- ✓ **Education:** List key courses, awards, grades, and other accomplishments
- ✓ **Work experience:** Show off your skills and accomplishments
- ✓ **Volunteer and extra-curricular experience:** Describe your unpaid experience
- ✓ **Skills and interests:** Set yourself apart and add a personal touch

The following sections do not belong on your resume:

- ✗ **References:** Employers will ask you for references separately if they need them
- ✗ **Objective:** It is assumed that your objective is getting the job!

If you're unsure whether or not to include something in your resume, ask yourself if it's useful for the employer to know. Will including that information increase your chances of getting an interview? If not, don't make them read more for no reason.

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## Make your resume easy to read

No matter how good your content is, employers won't look at your resume if it isn't immediately easy to read. Resume formatting best practices include:

- ✓ Use a **10-12pt** font size
- ✓ Ensure margins are at least **2cm wide** on all edges
- ✓ Include enough **white space** so it is easy to scan (your resume isn't one big block of text)
- ✓ Save as a **PDF** to ensure it looks the same on all screens and devices

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## A resume is important, but it's just one part of the process

No matter how impressive your resume is, it's still hard to stand out in a pile of hundreds of other resumes. The best way to get your resume noticed is if the employer already knows you. That's why it's so important to make a personal connection beforehand. For strategies to get noticed, work on **developing your network**. And, of course, a resume should always be submitted along with a targeted **cover letter**.

## Your resume at a glance

**Your Name**

Header should be identical to your cover letter

City, Province  
Phone Number

Professional Email Address  
LinkedIn URL

### PROFILE

Your profile is a two to three sentence description of your top skills and abilities. This can also be styled as “Key Competencies” instead of a profile, in which case you can provide 3-4 bullet points that show off your most impressive skills and experiences that relate to the job. List relevant languages spoken at the end.

### EDUCATION

**Degree Name**, *UBC Sauder School of Business, University of British Columbia* *Completion: 20XX*

- Specialization: Option Name **Put “Intended Specialization” if you haven’t chosen your option yet**
- Key Courses (% , class avg): Class Name (XX%, YY%), Class Name (XX%, YY%) **Include grades if 80%+**
- Key Projects: Briefly describe an important class project that relates to the job you’re applying to (optional)
- Awards: List scholarships, awards, competitions, or any other academic achievements

### WORK EXPERIENCE **List in reverse chronological order (newest first)**

**Job Title 1**, *Organization Name, City, Province, Country* *Jan 20XX – Present*

- 2-4 bullet points per position
- Brief accomplishment statements using the RATS model (Result, Action, Task, Situation)
- Result (qualitative or quantitative proof of your success), Action (what you did, how you did it, skills you used), Task (your objective), Situation (who, what when, where)

**Job Title 2**, *Organization Name, City, Province or Country* *Jan 20XX – Dec 20XX*

- Too vague: “Researched topics to write articles for e-newsletter”
  - Better: “Increased readership in weekly e-newsletter by 40% by researching timely topics and keeping target audience in mind”
- List as many positions as are relevant to the job you are applying to**

### EXTRACURRICULAR EXPERIENCE **List in reverse chronological order**

**Volunteer Title 1**, *Organization Name, City, Province, Country* *Jan 20XX – Dec 20XX*

- 2-3 bullet points per position
- Brief accomplishment statements using the RATS model (Result, Action, Task Situation)

**Volunteer Title 2**, *Organization Name, City, Province, Country* *Jan 20XX – Dec 20XX*

### SKILLS & INTERESTS **Each section has consistent formatting**

Include specific interests (you should be able to hold a 5-minute conversation about each interest). For example: traveling Eastern Europe, reading science fiction, trading stocks in a personal portfolio, captain of intramural soccer team.

**Ideally your resume is one page – maximum two pages as you gain more experience**

# Customize for your industry

**Some industries have different expectations. A customized resume is a great way to present yourself as a good fit for the job**

Most resumes are similar, but some industries prefer resumes to look a certain way, or include specific content.

Here are a few general guidelines:

<b>Capital Markets and Consulting</b>	Finance and consulting firms generally do not want to see a Profile or Key Competencies section.  Instead, focus more on your academic achievements, grades, and other awards or recognition you've received.
<b>Marketing and Start-Ups</b>	Marketing and start-up firms like creativity, so spending some time designing your resume can be time well spent.  Consider presenting your information in a slightly different or unique way, such as adding colour, or making it into a more visual format (such as using icons).
<b>Technology Sector</b>	MBAN, BUCS and BTM students with technical know-how should include a Technical Skills section as part of their profile.  Review the <a href="#">Target Your Profile</a> section for an example of what this looks like.

## Use the language of your audience

Each industry has its own buzzwords. It could be “click-through rates” and “sales funnels” in digital marketing, or “sell-side research” and “leveraged buyouts” in capital markets.

Beyond that, each company often has its own internal language. For example, KPMG’s FIRE (finance, insurance, real estate) and ICE (information, communication, and entertainment) divisions, or TD’s “Legendary” customer service.

Using industry and company vocabulary, terminology, and industry jargon helps your resume stand out and shows that you’ve done your research.

# Design your header

## Make it easy for employers to find your contact info

Your header (or letterhead) is a banner at the top of your resume that displays your contact information in a professional and visually appealing way. It should include:

### Your name

- Make your name stand out by making it bold, putting it in capitals, or adding some colour
- If you have a preferred first name, you should follow this format: Legal First Name (Preferred Name) Legal Last name, e.g. **Bo (Shawn) Chan or Shawn Chan**

### Your contact information

- Your current city
- Professional email address (ideally including your first and last name, instead of something like honeychunks52@hotmail.com) that you check frequently
- Telephone number with a professional voice mail message
- LinkedIn account
- A relevant personal website or social media accounts (optional)

## How to design an appropriate header

Keep in mind the values of the relevant company and industry. Some employers may prefer a colourful and creative header, and others may want something more traditional. Your header should appear on all pages of your resume and on your cover letter. Keep it consistent across both.

## Sample headers

<b>Jim Roogle</b>	123 4 <sup>th</sup> St, Vancouver, BC, V1W 2X3 (604) 123-4567, jroogle@gmail.com linkedin.com/in/jimroogle
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<b>REGINA LAM</b> business student   non-profit director   coffee enthusiast 123 4 <sup>th</sup> St, Vancouver, BC, V1W 2X3   604.123.4567   rlam@gmail.com   linkedin.com/in/r-lam
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123 4 <sup>th</sup> St, Vancouver, BC, V1W 2X3 604 123 4567	<b>Jaime Sangha</b> jaimesangha@gmail.com linkedin.com/in/jsangha
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# Target your profile

## Make a great first impression

As the first thing an employer will read when looking at your resume, it's important to use your profile to connect your experience to the job you want. It should include a summary of your resume, a brief introduction, and a preview of what's to come.

You can build your profile by combining your **skills, values, training and certifications, areas of expertise, fluent languages, and technical skills.**

**Stay relevant:** Be selective of what you include in your profile and leave out information that isn't relevant to the job. Use the language of your industry and employer to create an early good impression.

**Provide proof:** Even though you don't have much space, be convincing. For example, "strong leadership skills from student club executive experience" sounds better than just "strong leadership skills."

## Sample profiles: BCom, MM, MBA

### BCom

#### PROFILE

Fifth-year BCom Business Technology Management candidate striving to disrupt global hardships using technology. Seeking a challenging, immersive role in business development or operations in the tech industry. Natural self-starter with a strong belief in the power of passionate teams, diligence and quick to contribute energy, empathy.

### BCom

#### PROFILE

UBC Sauder School of Business BCom student with a high level of critical thinking, strong analytical skills, and a desire to explore capital markets. Proven ability to apply entrepreneurial skills to solve complex problems, as seen in leadership positions in internship roles in the banking sector. Always eager to learn and take on new challenges.

### MM

#### Profile

Dynamic and enterprising UBC Sauder Master of Management student. A goal-oriented achiever and mentor through leading student government initiatives. A disciplined student and employee who actively applies critical thinking skills to drive results. Lives by the values of celebrating passions, leading with integrity, and striving for success.

### PROFILE

UBC Sauder MBA candidate with seven years of IT management experience leading complex web application projects in the health care and telecommunications industries as well as in the public sector. Proven team leader of multi-site development teams with skills in delegating effectively and motivating team members to achieve defined goals. Extensive knowledge and understanding of information technologies, including processes, operations, roles, responsibilities and procedures. Highly motivated, enthusiastic communicator in three languages with exceptional analytical and interpersonal skills. Valued contributor who performs confidently and effectively under pressure, quickly grasps new concepts and technical skills

## Key competencies are your profile in bullet-point form

Competencies highlight what you are good at and like to do. They are your key selling features, and act to set you apart from other candidates. You can choose to include a profile **or** key competencies in your resume, but not both.

Your key competencies should include three or four concise, bulleted statements:

- **Bullet 1** should highlight the **experience** you bring to the position (hint: use the word “experience”):
  - “Three years of sales and customer service experience in the food and beverage industry”
  - “BCom student with two years’ experience working in a professional office environment”
- **Bullets 2-4** should highlight **key skills, experiences, or qualifications** the employer is looking for:
  - “Entrepreneurial spirit with a passion for digital brand building and social media”
  - “Culturally sensitive with the ability to adapt to diverse international business environments”

## Sample key competency statements

### KEY COMPETENCIES

- Fifth-year Business Technology Management student with proven experience working in teams
- Strong knowledge of SAP enterprise software and proficiency in programming languages such as R
- Excellent at building and maintaining relationships with key business stakeholders

### Key Competencies

- Four years marketing and sales experience in the retail industry
- Proven skill in generating sales by executing marketing projects for large international clients
- Strong interpersonal skills with a solid ability to lead teams and projects

### KEY COMPETENCIES

- One year consultancy experience providing advice to small-to-medium sized businesses on strategic planning and data analysis
- Proven experience with analytical, project coordination, team work and leadership skills
- Excellent at fostering key business relationships which translate into profitable business results



## Technical role? Describe your technical skills

Recruiters looking for MBAN, BTM, and BUCS professionals often prefer that your technical skills are listed at the beginning of your resume, alongside your profile. They can quickly assess if your skills match their needs. Generally this section does not appear under its own heading, unless you have extensive technical skill and believe it will help you land the job.

If you are applying for a position that does not require extensive technical skills, list these skills in the “Skills and Interests” section instead.

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### Sample technical skills statement

#### Technical Skills

Programming Languages	Java   ActionScript   SQL   HTML   CSS
Operating Systems	Windows   MacOS   Linux
Development Tools/Frameworks	IntelliJ   Eclipse   Adobe Flex   Sublime Text   Firebug   Github
Software/Applications	JIRA   Quicken   SAP ERP   HyTek Team Manager
Other	Agile Development (Scrum)   SDLC   JSON   Bootstrap

# Highlight your education

## Show off the value of your UBC Sauder education

This section shows off your recent business training. Before you graduate, your education should come after your profile or key competencies. After graduation, it should go below your experience section. Here's what you should include:

### Current Degree:

- Degree title, option (include Co-op if applicable), school name, and completion date, for example including the school location is optional, but helpful if you have been on exchange
- Cumulative GPA (if over 80%) especially if you want to highlight key courses for certain industries
  - Note that in certain industries, 80% for MBA is not special or unique
- Scholarships and awards (university only), including a brief description of why you received the award
- Up to three courses related to the position you are seeking (optional). Include grades above 80%.
- Class projects that involve the use of real industry skills
- Results from business competitions, case competitions, or other extra-curricular events

### Specialized Training:

- Note any training related to the position or career you are targeting
- E.g. Canadian Securities Course, Chartered Financial Analyst – Level 1, Google Analytics Qualification

### High School Diploma:

- Even if you did well in high school, you should not include your high school diploma on your resume after your first year in any UBC Sauder program. Employers are looking for more recent experience.

## Sample education sections: BCom, B+MM, MM, MBAN, MBA

### BCom

EDUCATION		
Bachelor of Commerce   UBC Sauder School of Business, University of British Columbia		Completion: May 20XX
Combined Major in Computer Science & Business   Co-op		
<ul style="list-style-type: none"><li>• Deans Honour Roll (Cumulative GPA: 82.8%)</li><li>• Relevant Courses (avg %, class avg %): Software Engineering (94, 72), CIO Strategies (90, 77), New Venture Design (1/45 students accepted from campus-wide application)</li></ul>		

EDUCATION		
<b>Bachelor of Commerce</b> , UBC Sauder School of Business, Vancouver, BC		Completion: May 20XX
<ul style="list-style-type: none"><li>- Specialization: Marketing and Business Technology Management</li><li>- Key Courses: Introduction to E-Business, E-Marketing, Digital Media Foundations</li></ul>		
<b>Exchange Term</b> , National University of Singapore, Singapore		Aug 20XX – Dec 20XX
<ul style="list-style-type: none"><li>- Awards: Second place in NUS Case Competition</li></ul>		

### Education

**Bachelor of Commerce**, UBC Sauder School of Business, University of British Columbia Completion: May 20XX  
Double Option: Accounting & HR Co-op (based on analytical, communication, problem-solving skills)

- Awards & Scholarships: Vancouver Canucks (\$750), Abbotsford Minor Hockey (\$500), Natasha Buttar (awarded to a well-rounded individual, \$2,500), Commerce Undergraduate Society Service (Silver)
- Competitions: Deloitte Case Competition (1<sup>st</sup> place of 15), KPMG Crack the Case (regional finalist)

### BCom transfer student

### EDUCATION

**Bachelor of Commerce**, UBC Sauder School of Business, Vancouver, BC Completion: May 20XX

- Specialization: Marketing and Business Technology Management
- Key Courses: Introduction to E-Business, E-Marketing, Digital Media Foundations
- Awards: Outstanding International Student Award (\$5,000 for showcasing leadership and academic achievement), Entrance Scholarship (for high incoming GPA)

**Commerce Transfer Program**, Langara College, Vancouver, BC Sep 20XX – May 20XX

- Cumulative GPA: 3.9 – Dean's Honour Roll

### B+MM

### Education

**Bachelor of \_\_\_\_\_ + Master of Management Dual Degree Program**, Completion: May 2020  
UBC Sauder School of Business, University of British Columbia

- Awards: Outstanding International Student Award (\$5,000 for academic achievement)

### MM

### Education

*Master of Management, UBC Sauder School of Business Completion: May 2020*

- Key Courses: Statistics, Leadership, Corporate Finance

*Bachelor of \_\_\_\_\_, University of British Columbia May 2019*

- Specialization: \_\_\_\_\_
- Awards: Dean's Honour List, 2016-2019

## MBAN

EDUCATION	
<b>Master of Business Analytics (MBAN)</b> UBC Sauder School of Business <ul style="list-style-type: none"><li>COE Internship Project</li><li>Relevant courses (99%)</li></ul>	<b>Aug 2018 - Present (Expected Completion: May 2019)</b> Vancouver, BC
<b>Bachelor of Commerce</b> Universidade Federal de Minas Gerais <ul style="list-style-type: none"><li>Undergraduate research thesis title</li><li>Relevant courses (99%)</li></ul>	<b>Sep 2010 - May 2014</b> Belo Horizonte, Brazil

## MBA

EDUCATION	
<b>Master of Business Administration</b> <i>UBC Sauder School of Business, Vancouver, BC</i> Recipient of MBA Entrance Scholarship	<b>Completion: December 2021</b>
<b>Bachelor of Science, Anatomy and Cell Biology</b> <i>McGill University, Montreal, QC</i>	<b>2014</b>

# Describe your experience

## Prove you are the most suitable candidate

Your work and professional experience is what recruiters and employers are really interested in. They examine this content closely to see if your experience and skills match the needs of the job.

Your experience shows off the skills you gained, which could include leadership, decision-making, initiative, flexibility, customer service, teamwork, or communication skills.

The skills you highlight in your resume should mirror the ones found in the job description for the position you are applying to. That helps position you as the ideal candidate.

## Explain your experience with accomplishment statements

Accomplishment statements are descriptions of your work and volunteer experience that **show off your skills**. They might describe a time when you made an impact in your job, saved money for a student club, received recognition for an award, or organized a successful event. This is your chance to really sell yourself.

Accomplishment statements are written in **past-tense, first-person, without pronouns and limited filler words**:

✓ developed materials    ✗ develop materials    ✗ I developed the materials    ✗ I develop materials

The accomplishment statements on the right (below) stand out because they are **specific, personal, relevant**, and **quantifiable**. Where possible, **quantify** your achievements by including dollar values, percentages, team size, impressions, etc.

- |                                      |   |
|--------------------------------------|---|
| ✗ Volunteered for the food bank      | ✓ Initiated and launched campus-wide campaign for Vancouver Food Bank, collecting and delivering 2,000 pounds of non-perishable goods.                    |
| ✗ Filled prescriptions for customers | ✓ Attained 100% error-free record by learning detailed characteristics of 25 pharmaceutical drugs and filling over 200 prescriptions.                     |
| ✗ Recovered debts from customers     | ✓ Maintained positive client relations and dealt professionally with conflict when contacting companies regarding overdue accounts and outstanding debts. |

Each accomplishment statement should start with a **strong verb**, such as **directed, improved**, or **developed**. Other examples of strong verbs:

Attained	Decreased	Saved	Generated
Exceeded	Maximized	Surpassed	Enhanced
Eliminated	Minimized	Improved	Optimized
Increased	Reduced	Created	Established

## Use the RATS model to create powerful accomplishment statements:

- R** What was the **result**? How did your organization benefit from your actions?  
Ideally, results are quantitative: *increased participation by 20%, increased revenue by \$2,000*  
Results can also be qualitative: *promoted to supervisor role, received positive client feedback*
- A** What concrete **action** did you take? What did you personally do? What skills did you use?
- T** What was your **task**? Did you improve something? Did you solve a problem?
- S** What was the **situation**? Be specific: a job, club, group, class, etc.

The RATS table below should look familiar. It's the reverse of the STAR model to use when writing a **cover letter**.

<b>Result</b> (starting with a strong verb)	<b>Action</b> (including skills used)	<b>Task and Situation</b> (filling in the details)
Increased page views and click-through rate 55%	by analyzing and optimizing keywords	using Google analytics
Developed sales process and promotional activities to better support company brand	by leading team meetings	that outlined lead conversion process to clients
Raised over \$700 for United Way	by collaborating with five AMS clubs	to organize two-day campus wide sales campaign
Increased student grades from B-average to A- average in six months	by preparing weekly lesson plans and assessing progress	tailored to individual strengths and weaknesses
Appointed team lead by manager	for modelling consistent conflict resolution and customer service skills	over three month period
Created and delivered three-hour workshop	by developing thorough, well timed lesson plans and interactive activities	to 45 summer campers aged 10-12

Note: the **RATS model** is a **guideline**. You can modify the order if the accomplishment statement, so long as it includes each element and makes an impact.

## Volunteer work counts too

After your Work Experience section, you can include a section describing your volunteer and extracurricular work. Here are some tips to selling your volunteerism:

- ☐ You can call this section "**Community Leadership**", "**Community Involvement**", "**Leadership Experience**", "**Volunteer Experience**". Pick what fits best with your situation.
- ☐ Use the RATS model and accomplishment statements to describe these roles, just like you would for paid experience when appropriate.
- ☐ Consider all types of experience, from volunteer service, to involvement in CUS clubs or professional associations, to leadership roles in team sports

## Guidelines for presenting your experience

When listing your work and volunteer experience, follow these guidelines:

- ☐ List your experience in **reverse chronological order** (most recent experience first, based on the start date)
- ☐ Include the employer name, job title, dates of employment, and location (if relevant)
  - As long as you are consistent, you can put the employer name or the job title first. Consider which is more impressive, your job titles or the companies that employed you.
  - If the position titles are too long, include them on a separate line.
  - Dates of employment should be right-justified. Indicating employment periods differs based on degrees:
    - **BComs** and **Specialty Masters (MMs and MBANs)** are recommended to include employment months to highlight short-term work experience, such as summer internships and contract work (e.g. May 2019 – August 2019).
    - **MBAs** and **PMBAs** are not advised to use months to show employment periods as typically the term of employment is longer than one year, so months are not unnecessary (e.g. 2017 – 2019).
  - If a past employer isn't a recognizable brand, you can include a sentence explaining what they do (e.g. *Boosted creates motor-assisted skateboards for urban commuters*).
- ☐ Include **one to four accomplishment statements per position**, targeted to the job you are applying for

## Sample work and volunteer experience sections

### WORK EXPERIENCE

**Grocery Clerk, Canada Safeway Limited, Richmond, BC** Feb 20XX-Present

- Increased shelving efficiency by 17% through implementation of a product sorting process aimed to provide a solution to move thousands of products to store aisles

**District (Class 3) Referee, British Columbia Soccer Association, Burnaby, BC** May 20XX-Present

- Awarded two scholarships for refereeing over 250 games by efficiently analyzing plays and communicating fouls to surrounding players, coaches and spectators.
- Selected as top youth referee of the season through displaying excellent decision making skills, attention to detail, and consistent application of game rules

### VOLUNTEER EXPERIENCE

**Tax Volunteer, UBC Student Tax Assistance Clinic for Students, University of British Columbia** Sep 20XX-Present

- Completed three error free tax returns per hour by scanning relevant information and accurately reporting it on tax forms
- Received a 95% Satisfied/Very Satisfied feedback rating by showing genuine interest in customer concerns and explaining tax returns in a clear and concise way

## Work Experience

### **Customer Service Representative (CSR), Prosperitas, Abbotsford, BC**

Jan 20XX - Present

*Prosperitas is a leading credit union with over 20 locations across British Columbia*

- Exceeded branch CSR goal by 50% in Prospero product sales by clearly identifying customer needs
- Achieved "Employee of the Month" and received two customer service awards through attention to detail by minimizing errors in orders and greeting every customer with a smile
- Selected by management out of a group of seven to train two new hires, resulting in trainees surpassing standards for new CSRs by 45%

## Career Highlights

### **Private Consultant**

Investment Consulting Ltd.

May 20XX - Aug 20XX

Vancouver, BC

- Advise hundreds of small-to-medium sized organizations on business plan development and assisted 50 private investors in evaluating potential investment opportunities
- Major clients include - ABC company, XYZ company and the EFG organization

### **Product Manager– Broadband Internet**

Stargate Corporation

Sept 20XX - Apr 20XX

Santiago, Chile

- Raised US\$176 million of debt financing through creating and authoring a customized business plan
- Increased growth by 30% and enhanced pricing strategies by developing industry specific profitability metrics

## COMMUNITY INVOLVEMENT

### **Co-President**

Data-Driven Net Impact

Jan 20XX – Present

Vancouver, BC

- Developed long-term strategic plan and implemented community awareness, education, workshops, fundraising and volunteer Initiatives
- Add at least 2 accomplishment statements to each entry

### **Volunteer**

Business 101, Downtown Eastside

Feb 20XX – Present

Vancouver, BC

- Advised income assistance individuals on fundamental business practices
- Add at least 2 accomplishment statements to each entry



# Show off your skills and interests

## Express your personality

Describing your interests shows that you are a balanced and well-rounded individual. It also can lead to interesting non-work conversations, (ice breakers) in a job interview that help an employer assess your personal, as well as professional, suitability for the role.

List your skills, interests, and hobbies that are team-based, goal-oriented, social, or industry-related. For example:

- Competitive soccer player
- Avid hiker of North Shore mountains
- Backpacker across Eastern Europe
- Reader of classic literature
- Die-hard Whitecaps fan

**Be specific.** “Backpacked across six countries in Eastern Europe” rather than just saying “travel” makes it much more likely for a conversation with an employer to develop around something you are passionate about.

You can also use this section to highlight your technical skills or other examples of unique training if you haven’t already included this in your resume.

## Sample skills and interest sections

### INTERESTS

Triple-A competitive soccer (forward), contemporary ballet (5 years’ experience), backpacking through South America, reading classical fiction by Jane Austen and Charles Dickens

### Skills and Interests

- Blogging about future technologies and the future of work ([furtherinthefuture.ca](http://furtherinthefuture.ca))
- Ultimate Frisbee (5-time team captain in the Vancouver Ultimate League)
- Playing chess (fourth-place in the UBC Chess Club fall tournament)
- Proficient in Adobe Creative Cloud Suite (Photoshop, Illustrator, InDesign)

### INTERESTS

Snowboarder and Whistler enthusiast, avid reader of historical non-fiction, journal writer.

### INTERESTS

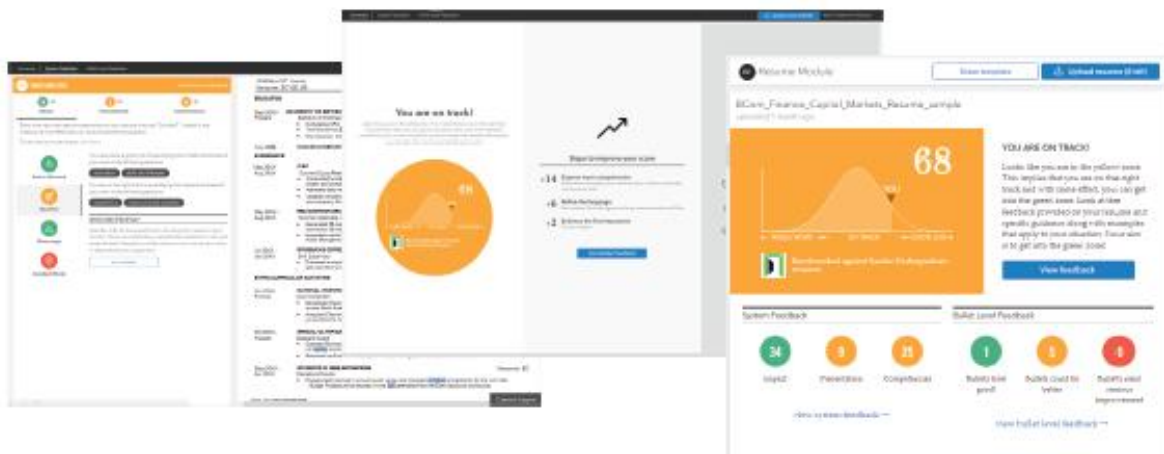
Podcasts, running, travelling, and cooking international cuisine

# Test your resume with VMock

## Take five minutes to get valuable feedback on your resume

The **VMock platform** uses data science, machine learning, and predictive analytics to instantly assess your resume's impact and content. All UBC Sauder students have access to **10 VMock resume uploads each academic year**.

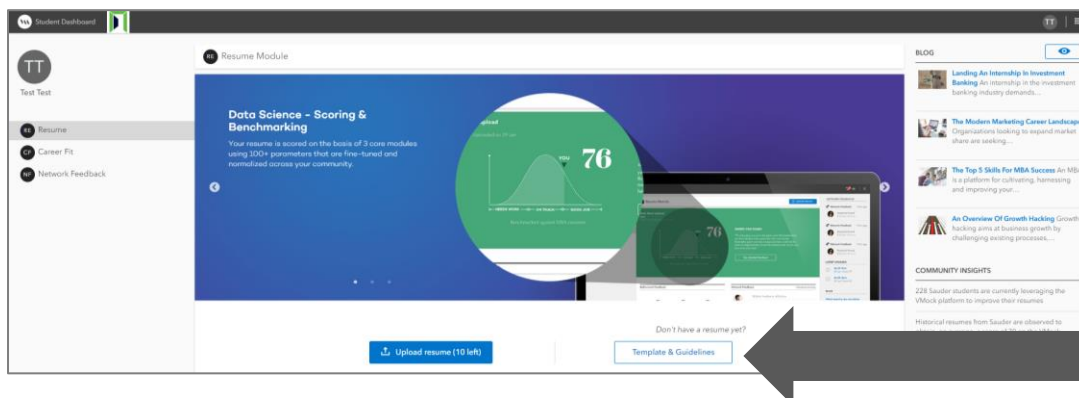
1. Get **instant feedback**, anywhere and anytime
2. **Strengthen your accomplishment statements** to make them more effective
3. **Analyze your core competencies** to see how you can add more skills to your resume
4. See **where you are in relation to UBC Sauder resume standards**



**Try VMock (log in with your CWL)**

## Start with a template

Now that you understand what goes into each section of your resume, log in to VMock to download the UBC Sauder resume template (Microsoft Word).



**Log in to VMock to view the resume template**

# Resume checklist

## Format & Header

- ☐ Header contains name, contact info, LinkedIn profile, and is identical to your cover letter header
- ☐ Margins are 2-3 cm, consistent use of spacing, resume has white space and isn't a wall of text
- ☐ Font size 10-12pt, appropriate use of bolding/italics
- ☐ Spelling, grammar, capitalization, and punctuation are correct
- ☐ Resume formatting is consistent (e.g. dashes, fonts, capitalization, verb tense)

## Personal Branding

- ☐ Key words from job description included (especially skills and qualifications)
- ☐ Fonts, colours, and other design elements are appropriate for the industry and the organization
- ☐ Uses technical terms or industry jargon to demonstrate familiarity
- ☐ Resume includes specific details to paint a picture for the reader

## Content: Profile/Key Competencies

- ☐ Summarizes strengths, experience, and skills
- ☐ Aligns convincingly with the rest of the resume
- ☐ Customized to job posting

## Content: Education

- ☐ Relevant classes, projects, scholarships, and awards
- ☐ Only include grades of 80% or higher

## Content: Work/Volunteer/Extracurricular Experience

- ☐ Dates are listed in reverse chronological order
- ☐ Accomplishment statements start with a strong action verb
- ☐ Accomplishment statements follow RATS: Result, Action, Task, Situation
- ☐ Numbers are used to quantify achievements wherever appropriate
- ☐ Accomplishment statements and skills mentioned are relevant to the job

## Content: Skills and Interests

- ☐ Demonstrate well-roundedness or relate to skills needed for the job
- ☐ Be ready to hold a 5-minute conversation about any of your interests
- ☐ Include less relevant skills in this section (e.g. computer applications)

# Get feedback

## Show your resume to at least three people

After you have used **VMock** to assess your resume, it's still a good idea to get at least three people to check it over.

Your resume should be 100% error free. However, it's hard to spot mistakes yourself because you've likely spent hours looking at it.

Send your resume off to family, friends, or classmates to make sure you haven't made any spelling, grammar, or content mistakes.

## Get resume coaching

Once you have scored at least a 75 on VMock and want more help, book an appointment with a career coach at the UBC Sauder Business Career Centre.

Your Career Manager can give you a professional perspective on your resume content and formatting, and help you customize your resume to the job you want.

Look up coaching availability and [book an appointment](#) now on COOL.

**Book a coaching appointment on COOL**

### Download the more user-friendly COOL app!

Now you can access COOL anytime, anywhere.  
Download the **Careers by Symplcity** mobile app and log in with your CWL.

Available for iPhone (App Store) and Android (Google Play).



## Additional reading

If you're looking for more reading, here are a few of our favourite articles about resumes:

- [Resumes | Tips and Advice | Sample Resumes](#), Vault
- [6 Secrets of Great Resumes, Backed by Psychology](#), Forbes
- [185 Powerful Verbs That Will Make Your Resume Awesome](#), The Muse