

International | Canadore Pathways to Success

Building Your Resume

Applications, Resumes, Interviews, and Following Up

What is a Resume?

A resume tells the employer who you are, what you have done, and why you may be a good fit for the job.

A strong resume should:

- Summarize your education, experience, skills, and qualifications
- Highlight information that is relevant to the job
- Be clear, organized, and easy to scan
- Use honest and verifiable information
- Help the employer decide whether to invite you for an interview

Key point:

A resume is not a full life story. It is a focused document that helps an employer understand why your experience matches the job.

It is recommended to begin with a basic resume or a sector-specific resume and tailor that for specific roles.

Simon Belfast
125-456-7890 | SimonBelfastEmail@email.ca | [LinkedIn](#)

Business student with customer service, event support, and administrative experience. Skilled in communication, teamwork, Microsoft 365, and supporting students in busy service environments. Interested in student support, office administration, and customer service roles.

Education

Diploma Of Business

North Bay, ON
Canadore College, Entrepreneurship
September 2025 - Present

Academy

- Relevant coursework includes business communication, marketing, accounting, and organizational behaviour.
- Developed skills in teamwork, written communication, presentations, and basic business planning.

Experience

Customer Service Associate

North Bay, ON
Fresh Store Grocery
May 2026 - Present

- Assisted customers with questions, purchases, and product locations in a busy retail environment.
- Operated the cash register and handled transactions accurately.
- Communicated with supervisors and team members to complete daily tasks.

Volunteer Experience, Projects, and Community Involvement

Event Support Volunteer

North Bay, ON
Canadore Volunteer Support
September 2025 - Present

- Helped set up and clean up student events, workshops, and cultural activities.
- Greeted students, answered basic questions, and directed participants to event areas.

Group Project Leader

North Bay, ON
Canadore College
January 2026 - May 2026

- Coordinated a class business project with four group members.
- Presented project findings clearly to classmates and instructor.

Skills & Certifications

Microsoft 365 Suite

Obtained March 2025

- Experience using Microsoft Word, PowerPoint, Outlook, and Excel for school projects, communication, and basic data organization.

Standard First Aid and CPR-C

First Aid Training Org
Obtained April 2026

- Completed training in basic first aid, CPR, and emergency response procedures.

Professional Summary



The professional summary tells the employer who you are, what skills you bring, and what kind of role you are looking for.

Simon Belfast
BelfastEmail@email.ca | LinkedIn

Professional Summary
Business student with customer service, event support, and administrative experience. Skilled in communication, teamwork, Microsoft 365, and supporting students in busy service environments. Interested in student support, office administration, and customer service roles.

Education

Diploma Of Business
Canadore College, Entrepreneurship Academy

North Bay, ON
September 2025-Present

- Relevant coursework includes business communication, marketing, accounting, and organizational behaviour.
- Developed skills in teamwork, written communication, presentations, and basic business planning.

Experience

Who you are:

"Business student with customer service, event support, and administrative experience."

What you Bring:

"Skilled in communication, teamwork, Microsoft 365, and supporting students in busy service environments."

What you want:

"Interested in student support, office administration, and customer service roles."

Education & Experience



Your education and experience sections show what you have studied, where you have worked, and what skills you have developed.

Education

Education

Diploma Of Business

Canadore College, Entrepreneurship
Academy

North Bay, ON

September 2025-Present

- Relevant coursework includes business communication, marketing, accounting, and organizational behaviour.
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Experience

Customer Service Associate

Fresh Store Grocery

North Bay, ON

May 2026 - Present

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Experience

Community Involvement

Education shows:

Your program, school, dates of study, and relevant coursework or academic projects.

Experience shows:

Your job title, organization, location, dates, and key responsibilities.

Strong bullet points show:

What you did, what skills you used, and how your work connects to the job.

What Else to Include



A resume can include additional sections when they help show that you are a good fit for the job.

Depending on your experience, you may include:

- Volunteer experience
- Class projects or academic projects
- Certifications or training
- Technical skills or software skills
- Languages, if relevant to the job
- Awards, scholarships, or achievements

Avoid:

Do not include personal information that is not needed for the job, such as a photo, age, marital status, or full home address.

Volunteer Experience, Projects, and Community Involvement		
Event Support Volunteer		North Bay
Canadore Volunteer Support		September 2025 - Present
• Helped set up and clean up student events, workshops, and cultural activities. • Greeted students, answered basic questions, and directed participants to event areas.		
Group Project Leader		North Bay
Canadore College		January 2026 - May 2026
• Coordinated a class business project with four group members. • Presented project findings clearly to classmates and instructor.		

Key point:

A resume can include additional sections when they help show that you are a good fit for the job.

Additional Experience, Skills, and Certifications

These sections help show experience, training, and skills that may not fit under regular paid work.

Volunteer Experience, Projects, and Community Involvement	
Event Support Volunteer Canadore Volunteer Support	North Bay, ON September 2025 - Present
- Helped set up and clean up student events, workshops, and cultural activities. - Greeted students, answered basic questions, and directed participants to event areas.	
Group Project Leader Canadore College	North Bay, ON January 2026 - May 2026
- Coordinated a class business project with four group members. - Presented project findings clearly to classmates and instructor.	
Skills & Certifications	
Microsoft 365 Suite	Obtained March 2025
Experience using Microsoft Word, PowerPoint, Outlook, and Excel for school projects, communication, and basic data organization.	
Standard First Aid and CPR-C	First Aid Training Org Obtained April 2026

Volunteer experience and projects show:

Relevant experience, teamwork, leadership, communication, and community involvement.

Skills show:

Tools, abilities, and strengths you can use in the workplace.

Certifications show:

Training or qualifications that may help you meet job requirements.

Skills, Certifications, Volunteering Experience, Projects, Etc.

Different Styles of Resume



Common Resume Styles:

Chronological Resume

- Showcases Job Experience Primarily
- Used to quickly determine the relevance of experience

Functional Resume Or Skills Based Resume

- Used by new grads to highlight skills rather than work

Combination Resume or Hybrid Resume

- Functional and Related Skills in addition to Chronological Work History
- Highlights skills and accomplishments with Job Duties

Non-Traditional Resumes

- May Include infographics, images, portfolios, custom web pages, targeted resumes
- More common for artistic roles
- Infographic Resume: Uses an infographic style to showcase design skills

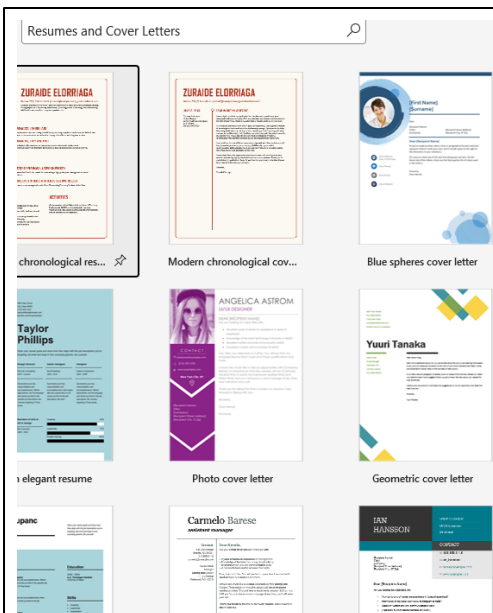
Resume Templates



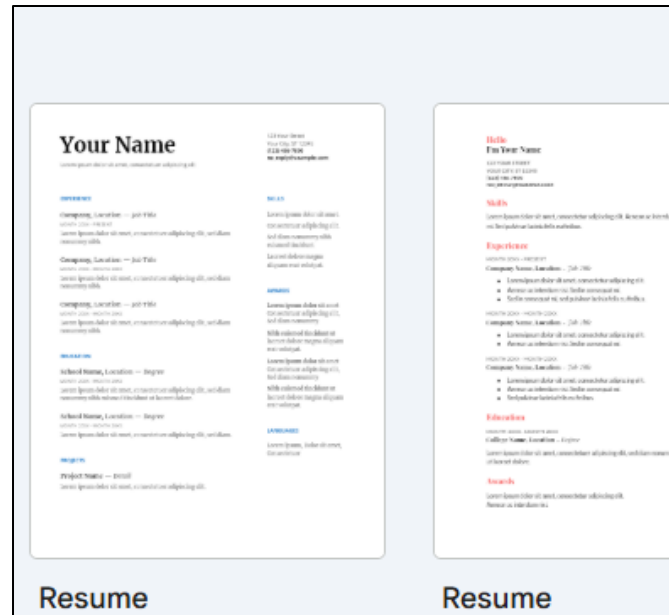
Pathways Template

You Name Here Phone Number Email LinkedIn	
2-3 lines summarizing your program, relevant experience, key skills, and job goal	
Education	
Education Title, Institution	City Dates of Study/ Date of Completion
• Bullets	
Experience	
Position Title Organization	City, Dates of Employment
• Key Information • Bullets	
Position Title Organization	City, Dates of Employment
• Key Information • Bullets	
Volunteer Experience, Projects, and Community Involvement	
Nature of Participation/ Achievement/Position Organization	City, Dates of Participation
• Key Information Bullets	
Nature of Participation/ Achievement/Position Organization	City, Dates of Participation
• Key Information Bullets	
Skills and Certifications	
Skill Name	Location/ Organization of Obtainment Date Obtained
• Details or sub information	

Word Templates



Google Docs Templates



ATS & humans both need to read your resume. The simpler and easier to read the better!

Standard Practice on References



Today in Canada references are not usually expected, although some employers may still want them upfront

Standard:

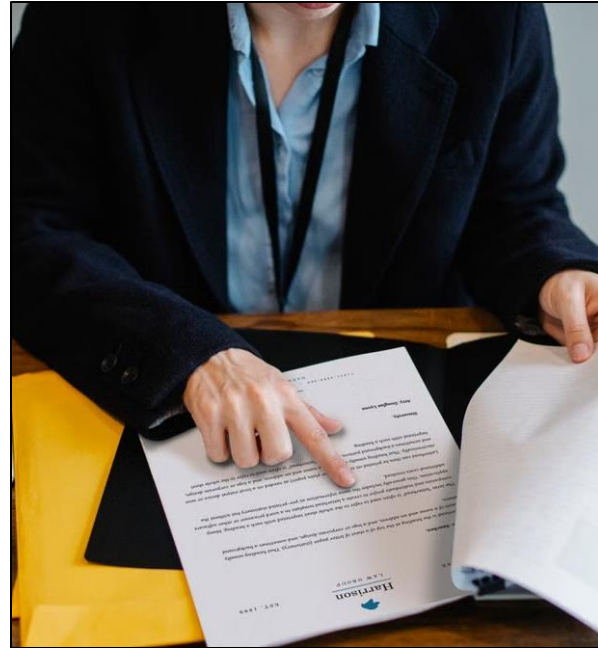
Do not include references on resumes, employers will usually ask for references separately or after the interview.

Exceptions:

Some workplaces may require references up front; they may want them on the resume or separately.

Operating Principle:

Review the employer's application instructions carefully, only include references if they explicitly say they want them upfront.





What Should You Do Next?

Before the next video, try picking a resume template and filling it out

Next Video: Tailoring your Resume

Kristopher Smith,
Coordinator International Student Services,
Canadore College
Kristopher.Smith@CanadoreCollege.ca

Office Locations:
Monday & Friday: 60 Commerce Cres, E100
Tuesday, Wednesday & Thursday: 100 College Drive, C210