



Updating Your Resume as You Gain Experience

Newcomer Youth Employment Toolkit

- Module 1 Workshop 2 -

Let's Get to Know Each Other!

Everyone has 30 seconds to tell us:

- Your name
- What grade you are in
- What your favourite subject is

Then answer one of the following questions:

1. What is your favourite season?
2. Do you prefer indoor or outdoor activities?
3. What is your favourite thing to do in your spare time?



Workshop Goals

Today we are talking about keeping your resume up to date as you progress through your education and career. The goal of this webinar is to provide you with guidance and tips on how to maintain a current resume that shows off how amazing you are!

Topics we will cover:

- Tips and best practices for updating your resume information
- Tailoring your resume to specific jobs – tailoring your resume means matching your skills and experience to the job requirements
- Other pieces of your candidate profile that should be updated throughout your career

Your candidate profile should include:

- ✓ Cover Letter
- ✓ References
- ✓ Social Media
- ✓ Experience
- ✓ Education
- ✓ Other

Updating Your Resume



When Should You Update Your Resume?

Consider updating your resume when you:

- Learn a new skill
- Customize your resume to a specific job
- Receive a diploma, degree, or certificate
- Receive a certification or professional designation
- Complete any new training
- Gain new (or more) experience
- Have new contact information
- Move to a new address



Updating Work & Volunteer Experience

Tips on updating your experience

When you have gained new work or volunteer experience in a new job that isn't on your resume yet:

- Add it to the top of your resume so the most current experience is seen first
- Use the same format as the other jobs on your resume
- If you gain new experience in a current job, add it to the list of responsibilities/skills
- If the list of responsibilities/skills on your resume start to exceed 7 or more bullets, consider condensing the list
- As you gain more work and volunteer experience or graduate from a post-secondary program, start removing some jobs from your resume (this helps to keep your resume short enough for employers)
- Keep your experiences relevant to your employment goals



Updating Work & Volunteer Experience

Example: You are applying for a security position and your resume is too long. Which of the following could you cut for your application?

- A. 2018: Gardener
- B. 2019: Waitress
- C. 2020: Sales Associate
- D. 2022: Customer Service Agent
- E. 2023: Cyber-Security Intern



Chronological Resume Example

Name and contact information

Janet Chobot

Cole Harbour, Nova Scotia • (902) 456 - 7891
agardner@email.com

Summary or objective

Summary

An exceptionally organized and friendly dental assistant with 3+ years of successful experience working with dental offices and clients.

Professional history

Professional History

Smith Family Dentistry, Dental Assistant

July 2017 — Present

Clean and prepare treatment rooms

Prepare patient to be seen by for dental treatment

Answer common patient questions about dental procedures, treatments, and issues

E&H Dental, Office Assistant

August 2015 — July 2017

Organized client schedules

Recover patients upon arrival

Handled client billing and paperwork

By end of work experience, look on key dental assistant roles

Educational history

Educational History

Little Road Junior College

August 2012 — June 2014

Certified Dental Assistant Program

Skills and abilities

Skills

Dental assistant skills include: DANB certification • X-ray certification •
Denture impressions • Calming personality and demeanor • Hygienic •
Minor oral surgery experience

Updating Education & Training

Tips for updating your education

When you are in college/university and graduate you can:

- Add your school, program, and diploma earned or to be earned
- Include a quick line of learning objectives
- Remove your high school information

If you take any individual training or courses outside of a college and university diploma/degree program:

- List the course and organization it is through
- Include a quick summary of learning objectives



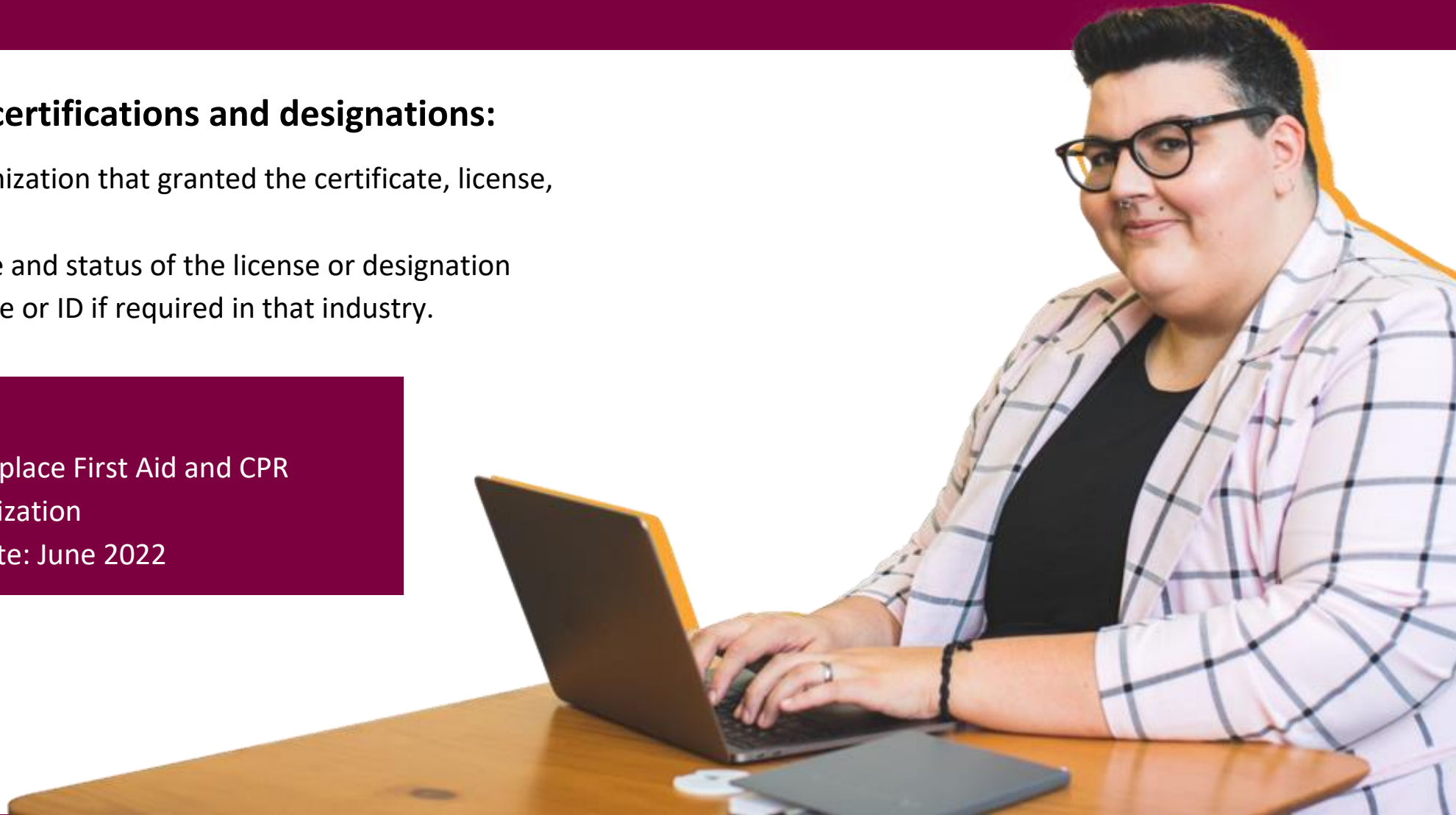
Updating Certifications and Training

Tips for adding certifications and designations:

- Include the organization that granted the certificate, license, or designation
- Include the name and status of the license or designation and the issue date or ID if required in that industry.

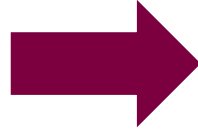
Example:

Standard Workplace First Aid and CPR
Name of organization
Completion Date: June 2022



Updating Contact Information

Your contact information should be listed at the very top of your resume



HARRY RUSSO

📞 **P:** 902-456-7890 ✉ **E:** harry.r@gmail.com 📍 **A:** 123 Main St., Canada

- If your city/province is on your resume and you move to another city or province, make sure that it is up to date
- Review your email address (remember: use an appropriate email address such as your name)
- Update your phone number if it changes (example: you got a new cell phone)

Tailoring Tip: If a job has specified it is looking for candidates where you live make sure your location is on your resume if it wasn't previously.

Updating Contact Information

Phone Contact Information:

- Include the phone number you will be the most accessible with
- Do not provide your WhatsApp, this could be seen negatively by the employer
- If you share your cellphone with your family, it is a better alternative to get your own number (ask School Settlement Staff for more information about different phone plans)
- Always include your area code (example: 902)

Leaving a Message:

- If you need to call an employer and you need to leave a message, remember to include your call back phone number. Call them and leave your name, call back number, and a brief message about why you are calling.

What if I Have a Number from Outside of Canada?

- It is very important for you to get a Canadian phone number; a lot of employers communicate through calls or text.



Summary - Updating your Resume

Resume To-Do List:

- Update work and volunteer experience as needed and remove outdated or irrelevant experience
- Update education and training while enrolled and when completed, remove high school once post-secondary is completed
- Add certifications and licenses when obtained (including professional designation and ID number)
- Update contact information as needed
- Tailor your resume to a specific job



Tailoring Your Resume to Specific Jobs



Tailoring Your Skills

Why this is important?

- ✓ Tailoring your experience showcases your transferable skills and experience.

Tailoring your resume to the specific job you are applying for can be very valuable in helping you move forward in the selection process. It shows your genuine interest in the opportunity and provides the hiring managers with straightforward information as to why you would be a great fit for the position.



Tailoring Experience

Exercise 1

If you were applying for a job with a veterinarian at an animal hospital, which would be more beneficial to communicate to the hiring manager?

- A. You have excellent communication skills
- B. You were voted the best ice cream scooper in your previous job
- C. You volunteered with the humane society and have experience dealing with stressed animals
- D. You were just accepted to the Veterinarian Assistant College Program at your community college



Tailoring Experience

Exercise 2

What are 3 skills or experiences you could learn working in an ice cream shop that would also be useful in an animal hospital?

Were any of these on your list?

Experience

- Ordering supplies
- Processing payment
- Tracking supply inventory

Skills

- Communication
- Customer service
- Team collaboration
- Conflict management

Tips on Tailoring Your Resume

Here are a few more ways you can tailor your resume to a specific job:

- ✓ Read the entire job advertisement to better understand what they are looking for in a candidate
- ✓ Ensure your location is on your resume if the job is looking for people in your area
- ✓ If you have a lot of related experience, consider removing the unrelated experience (no more than 6 bullet points)
- ✓ If you have a skills summary, put all of the skills related to the job first or consider removing unrelated skills
- ✓ Ensure you have included any certifications and training you have that they require for the job and put them at the top of that list

Summary - Tailoring Your Resume

Tailoring To-Do List:

- Move applicable skills to the top of the skills summary
- Consider removing irrelevant experience
- Add your certificates and training
- Match your related experience to the job requirements





Updating Your Candidate Profile

Some Candidate Profile items that go along with your resume are:

- Cover Letter
- References
- Social Media



References

Tips For Updating and Maintaining References

1. As you advance through your career, ask appropriate people if they would be willing to be a reference so you can keep more current references ready for future employers.
2. Remember to always double-check if the person who is providing the reference is willing to do so. You can update your references on the skills you've developed and the experiences you've gained.
3. Some people may request not to be provided as a reference for you in the future (and that is ok), here below are some of the reasons why this could happen:

*They have been contacted a number of times and would prefer not be

*They feel their reference is no longer up to date as you may have gained new experiences and skills since working with them

Networking and Social Media

- Networking is one of the most important aspects of job searching. You can connect with others whether it's in person, online, or using social media. Networking is an organized way to make connections from the people you know to the people they know. You may hear of job openings through friends, family, or acquaintances.
- You could arrange information gathering meetings or interviews with people who work in professions you are interested in.
- There are different ways social media can help you to get hired. There are different social media platforms to be familiar with.



Networking and Social Media



- With nearly 660 million current users, LinkedIn is a top spot for people looking for work
- LinkedIn is also a great resource for accessing job postings - the search results include a listing of jobs that correspond to your interests and a list of individuals in your network who might be able to refer you to relevant jobs

For more information:

Get started with the [LinkedIn Tutorial](#)

Networking and Social Media

The Facebook logo, consisting of the word "facebook" in a blue, lowercase, sans-serif font.

- Many employers will place job advertisements on Facebook - you can find these opportunities by searching for “Jobs on Facebook” in the search window on the site
- On Facebook you can find many odd jobs, for example: shoveling your walkway in your neighbourhood, dog walking, etc.
- Be careful, there are different scams on Facebook, some people will pretend to be '*an employer*' to get money or information from you - if you are interested in a job offer from facebook, make sure you do in-depth research on the person and the organization

Networking and Social Media



- Instagram is a platform where you can demonstrate specific skills such as: academic projects, a photography portfolio, or promote your entrepreneurial small business
- Instagram also provides a vehicle for you to post visual representations related to your professional or academic projects
- As with Facebook, be careful on Instagram because there may be different scams - some people will pretend to be '*an employer*' to get money or information from you. If you are interested in a job offer here, make sure you do in-depth research on the person and the organization

Your Professional Image

Hiring Managers sometimes search for visible profiles of job applicants on social media including platforms like:

- Facebook
- Instagram
- TikTok
- LinkedIn (professional platform)

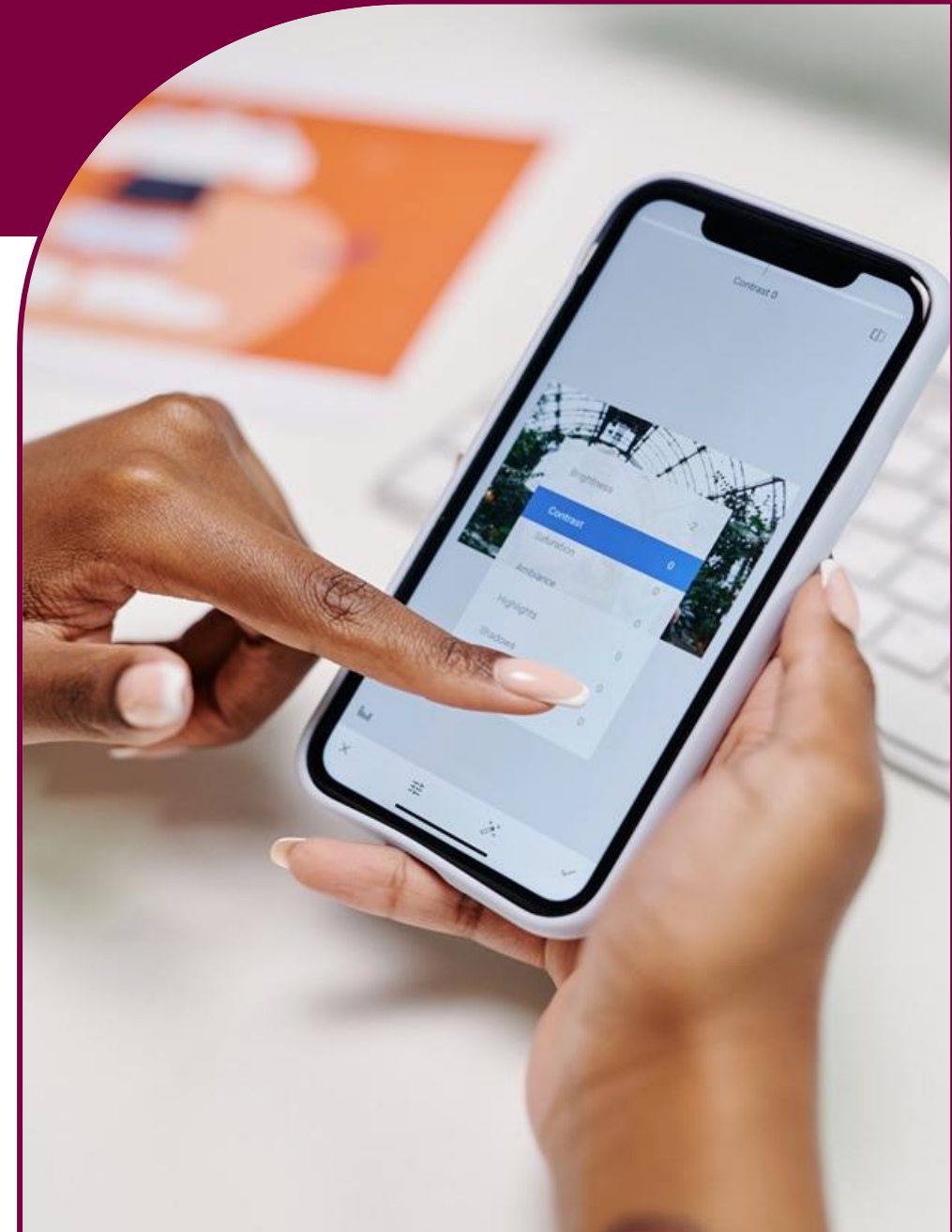


Thoughtful Posting

Thoughtful posting is important not only when applying for jobs, but because what goes online, stays online.

Ask Yourself

- Is this benefiting me or others?
- 5 years from now what would I think reading this?
- Is someone going to feel bad reading this?
- If the manager I just spoke to about a job saw this post, what would they think?



Thoughtful Posting – Quick Exercise

Think of the last thing you posted on social media

Ask yourself:

- Is this benefiting me or others?
- 5 years from now what would I think seeing this?
- Is someone going to feel bad reading this?
- If the Manager I just spoke to about a job saw this post what would they think?

Would you still have posted it based on the answers to those questions?

Privacy Settings on Social Media

Social Media Privacy Settings To Do List

- ❑ Locate and review privacy settings on all of your social media apps
- ❑ Regularly check them if there is an app update
- ❑ Test your profiles by searching yourself or having a friend/someone you know show you what they see on your profile



A Few More Tips For Updating Your Candidate Profile

Candidate Profile To-Do List:

- Update cover letter with new experience and skills and customize for each job
- Look for references from new employers to keep current
- Ask for reference letters
- Update social media and job board profiles when you update your resume
- Explore new platforms for networking



Any
Questions?



Thank You!



Funded by:



Immigration, Refugees
and Citizenship Canada

Financé par :

Immigration, Réfugiés
et Citoyenneté Canada