Resume Checklist (Pre-CAC)

Your resume should be job and employer specific. Find a suitable sample job posting [here](https://www.ulethbridge.ca/career-bridge/co-op-admission-course-cac-sample-jobs) and draft your resume based on this type of position and its keywords. Use the following checklist to ensure your document stands out from the crowd.

You need to have these components completed or in-progress prior to the Co-op Admission Course (CAC). **It is in your best interest to complete this prior to CAC in order to maximize your time in the working session and speed up job-board access.** There is a model Resume at the bottom of this document for your reference.

# Personal Contact Information

Your Name

Your City/Province

Your Phone Number

Your University of Lethbridge E-mail Address

Social Media/Portfolio URL’s

# Skills Summary

3-5 skills that you bring to a position

Example(s) of how you have shown that skill in bullet point form

Use quantitative data to support your examples if you have it

# Education

Full degree & major

School Name and City, Province – *Ex. University of Lethbridge| Lethbridge, AB*

Dates (start to present)

State that you are a Co-operative Education Student

GPA – if above 3.0

List 5 relevant courses – Only titles

Awards – Title and year

# Experience (Paid or Volunteer)

(Do your best with this section, we will go through it in greater detail in CAC)

Position Title

Organization Name and City, Province/Country

Dates (month/year to month/year)

3 bulleted accomplishment statements (Verb + Task + Result)

Back up your achievements with figures, percentages, and data where possible.

List your experience/employment history in reverse chronological order.

# If Applicable

These additional headers help employers to see how well rounded you are and the breadth and depth of experience you have that can be used to support their organization.

# Certificates/Training/Professional Development

Title

City, Province/Country

Dates (month/year)

# Projects and Coursework

Title

City, Province/Country

Dates (month/year)

1 bulleted accomplishment statement (Verb + Task + Result)

# Clubs/Memberships

Title

City, Province/Country

Dates (month/year)

# Interests

Provide up to 5 interests that are relevant to your professional and academic goals

# Keywords

Many employers use computerized systems to sift through resumes during the initial application stage.

Include industry/company/job relevant keywords and phrases to ensure your document passes these tracking systems and moves onto the next stage.

# Proofread

Spell and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct.

# Career Bridge Job Application Toolkit

[Resume](https://www.ulethbridge.ca/career-bridge/resume)

Text

Description automatically generatedText

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HIGHLIGHTS OF QUALIFICATIONS or SKILLS SUMMARY or SUMMARY OF STRENGTHS (choose one of these titles)

* *3-5 skills, in bullet form, that you bring to a position + examples of how you have shown that skill. Use quantitative data if you have it.*
* *Ex.* ***Public Speaking:*** *Confident public speaker to small and large groups, ranging from 30-200 people*
* [First Skill + Example]
* [Second Skill + Example]
* [Third Skill + Example]
* [Optional: Fourth Skill + Example]
* [Optional: Fifth Skill + Example]

TECHNICAL SKILLS (OPTIONAL)

* You can share specific programs, equipment or skills that are related to the position and your background.  To see more examples of your program technical and transferable skills visit [What can I do with my major](https://www.ulethbridge.ca/career-bridge/career-services/learn-about-careers/what-can-i-do-with-my-major)?
* Ex**. Graphic design tools**: Adobe Creative Suite (InDesign, Photoshop, Illustrator) | MS Publisher
* Ex. **Lab Equipment**: Pipetting | DNA Extraction | PCR Analysis | Titration | Microscopy
* Ex. **Programming languages**: C#/.NET | Python | C++ | Java
* Ex. **Technical programs**: SharePoint | Excel | PowerPoint | | R studio | Power BI

Technical Skill Category: [List names of equipment/programs/etc.]

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EDUCATION

**Full Degree – Major (minor optional)** Dates (month/year – present or expected graduation date)

School Name and City, Province

* GPA (if above 3.0)
* Current Co-operative Education student (required for Co-op students)
* Awards - Title and year (Ex. *Faculty of Arts* *Dean’s list 2021)*
* List 5 Relevant courses: (list the course title – ex. *Human Resource Management and Labour Relations, Advanced Organizational Behaviour, Financial Accounting etc.*)

RELEVANT EXPERIENCE (this can include relevant employment and volunteer experience – if you have enough professional experience, you can also add a section called Volunteer Experience or Community Involvement)

**Position Title**  **Dates** (month/year – month/year)   
Organization Name and City, Province/Country

* *3 bulleted accomplishment statements (****Verb + Task + Result****). Back up your achievements with figures, percentages, and data where possible.*
* Ex. *Researched timely issues, keeping in mind local interests and our target audience in order to increase readership of a weekly e-newsletter and quarterly magazine*
* [First accomplishment statement]
* [Second accomplishment statement]
* [Third accomplishment statement]

**Position Title (repeat for up to 3 additional experiences)** Dates (month/year – month/year)   
Organization Name and City, Province/Country

* *3 bulleted accomplishment statements (****Verb + Task + Result****). Back up your achievements with figures, percentages, and data where possible.*
* Ex. *Composed and published effective magazine advertising copy, press releases and letters as part of a successful fundraising campaign that generated $10,000.*
* [First accomplishment statement]
* [Second accomplishment statement]
* [Third accomplishment statement]

ADDITIONAL EXPERIENCE (OPTIONAL)

**Position Title**  **Dates** (month/year – month/year)   
Organization Name and City, Province/Country

* *3 bulleted accomplishment statements (****Verb + Task + Result****). Back up your achievements with figures, percentages, and data where possible.*
* Ex. *Create a welcoming environment for customers by thoroughly & efficiently cleaning equipment at the end of each shift, encouraging them to return.*
* [First accomplishment statement]
* [Second accomplishment statement]
* [Third accomplishment statement]

CERTIFICATES/TRAINING (OPTIONAL)

**Title** – City, Province/Country  **Dates** (month/year – month/year)

PROJECTS AND COURSEWORK (OPTIONAL)

**Title** – City, Province/Country  **Dates** (month/year – month/year)

* [1 bulleted accomplishment statement (Verb + Task + Result)]

**Title** – City, Province/Country  **Dates** (month/year – month/year)

* [1 bulleted accomplishment statement (Verb + Task + Result)]

CLUBS/MEMBERSHIPS

**Title** – City, Province/Country  **Dates** (month/year – month/year)

INTERESTS

* *Provide up to 5 interests that are relevant to your professional and academic goals*
* *Ex. Runner | Trained for 6 months and ran the MBO Vancouver Half Marathon 20XX*

**Note**: Do not feel obligated to use this template when creating your document.  This is a resource for on how to create your application document that meets the requirements of the Co-op Office.  You can remove the red highlighted information after creating your own content.