



GROUPE / GROUP

**Atlantic Human Services Inc.**  
Services humains de l'Atlantique Inc.

## RESUME WRITING

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The résumé tells a potential employer:

- **What you have done** in your work experience
- **What you can do** for the organization
- **Who you are** by describing your skills
- **What you know** by highlighting your qualifications and education

A résumé is a brief summary of your experiences (such as work and volunteer activities), educational background, and relevant skills that highlight your qualifications for jobs, internships, specialized programs, or positions.

Many medium and large companies use software to weed out candidates. Your résumé will need the right keywords to get through so mirror the language of the job posting and pay attention to details.

The purpose of a résumé is to get an interview. A résumé is like an advertisement: it must attract attention, create interest, and generate action on the part of the reader.

**BE HONEST!!!**

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### **Style and appearance**

**The résumé must be:**

- Easy to read
  - Suggested font : Times New Roman, Tahoma, Calibri, or Arial
  - Point size : Do not use anything bigger than 12
- Short
  - 2 pages MAXIMUM!
- Consistent
  - Use the same format, same margins, same writing style
- Neutral
  - Print your résumé on high quality white paper
  - Do not handwrite corrections