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Updated on 15 January 2025 Canada is a unique country that combines some traits you'll find in the USA with some you'll find in Europe. This goes for resumes, too. That's why, when applying for a job in Canada, you have to make sure your resume conforms to Canadian application standards. Naturally, you might be wondering - what does a Canadian resume even look like? If you're a foreigner, you're likely drawing a blank trying to figure out what makes a Canadian resume different from the one in your own country. Even if you're Canadian, you might still need to brush up on your resume writing skills. Luckily for you, we're here to show you how to write a compelling Canadian resume. Here's what we're going to go over: Differences Between Canadian, US, and European Resumes, Canadian Resume Formatting, A Step-By-Step Breakdown on How To Write A Canadian Resume, And more!

Let's get started! Let's take a look at a Canadian resume example: Here's what this resume does right: Reverse-chronological format. This format highlights your most recent work experience first and is a recruiter favorite all around the world. Relevant contact details. This resume example highlights the candidate's first and last name, phone number, email address, location, and LinkedIn URL. Captivating resume summary. The paragraph nested in the header summarizes the candidate's most essential skills and accomplishments. Action words. The candidate uses action verbs and power words to describe work responsibilities. Bullet points. The resume leverages bullet points to appear easy to read, organized, and reader-friendly. Additional sections. Language proficiency, certifications, awards, and interests all give a holistic view of the candidate and add value to their application. Creating a resume from scratch is time-consuming work. You need to twitch the margins, keep the fonts uniform, carefully align every element you add, and make sure it never spills over to page two. But you can skip all that hassle if you use a resume template. Novoresume's templates are created in collaboration with recruiters and meet all job market requirements. Any template you use can save you time and let you write your resume in minutes. There are a few basic things to keep in mind when crafting your Canadian resume. First things first: The terms resume and CV can be used interchangeably in parts of Canada. In Quebec, for example, both terms refer to a one or two-page-long summary of a candidate's career that's tailored to the job they're applying for. Outside of Quebec, however, a CV is different from a resume in that it's far more detailed and appropriate for academic positions or specific senior-level applications. Most job postings will ask for a resume unless explicitly stated otherwise. Some other things to keep in mind about Canadian resumes include: Keep your resume one to two pages. A one-page resume is more than enough if you're a recent graduate or new to the job market. Two-page resumes are recommended for seasoned professionals, and in certain cases, a three-page resume can be acceptable. Write your resume in the same language as the job offer. If you're going for a position in Quebec and the advertisement is in French, then use French. Don't assume they'll accept a resume in English unless it's explicitly written so on the job posting. Skip personal information and photos. Your resume should never give away your appearance, gender, age, ethnicity, nationality, religion, marital status, number of children, or any personal identification numbers. Don't list references with your application unless the employer has requested them. Assumingly, you can provide references if requested, so dedicating space on your resume when you're not asked to is a waste. Both the USA and Canada prefer using resumes over CVs. In fact, Canadian and US resumes are almost identical. The biggest difference? The language the document is written in. You might be thinking - wait, I thought Canada used English? Only partly. Canada has two official languages - English and French. Both of these languages have standardized Canadian spellings, so that means they are not 100% the same as American English or European French. Most of the terminology on your Canadian resume will be just about the same as it would be on its US equivalent. The biggest difference will probably be the added "u" to words like colour, and favourite, and the spelling of words like catalogue, centre, and cheque, as opposed to catalog, center, and check. Before submitting your application, consider using a grammar checker like Grammarly or QuillBot to make sure your resume is up to par with Canadian spelling conventions. Typically, a resume in Canada refers to the same document that a CV refers to in Europe. Both documents are meant to be one to two pages long, and list skills and experience relevant to the position you're applying for. So in this sense, a European CV is actually different from a Canadian CV. In Canada, a CV is an extensive document and is usually required in academic settings rather than for corporate job applications. The CV can be anywhere from two to ten pages long since it's meant to list everything - from work experience to projects to publications. European resumes also tend to be more detailed. For example, they can include details on high school education and grades, even if the candidate has a college degree. In Canada, that's not the case. Your high school education is irrelevant if you have a higher degree of education. The biggest difference between Canadian resumes and European ones is the amount of personal information you're allowed to give away. For example, in Germany including a picture of yourself on your resume is common, but that's absolutely not the case in Canada. Here, your date of birth and nationality are a no-go. These bits of information can be used to discriminate against you, so you're supposed to keep them out of your resume as a precaution to give everyone a fair chance. Recruiters often consider resumes that overshare details of the candidate's life (e.g.: race, age, date of birth, religion, political affiliation, etc.) unprofessional. You've seen what a Canadian resume looks like. Now it's time to write your own. If you're not sure where to start, don't worry - we've here to help you get it right. Just follow these steps: The most popular resume format in Canada is the reverse-chronological format (which is also called the chronological format). It's so widely used that it's expected by most recruiters. The chronological format puts your most recent work experiences first and then goes back in time. Here's an example of what it looks like: One of the other formats is the functional resume format, also known as the skills-based resume format, which focuses on your key strengths and abilities. It's recommended for career changers or recent graduates with little-to-no experience in the field they're applying for. Then, we have the combination resume format. As the name suggests, it mixes elements of both the chronological and functional format. This format gives equal attention to a candidate's experience and skills. It provides a detailed skill summary and is a good choice for applicants who have a noticeable employment gap but plenty of work experience nonetheless. If your resume looks cluttered and unorganized, the hiring manager is less likely to want to read it. But paying attention to your resume's layout can get you a better chance. Stick to these formatting tips when building your Canadian resume: Have separate sections for all the information you want to add. Use a professional and easily legible resume font. Let your resume breathe - leave in enough white space so the contents are easier to read, by setting your resume margins to 1" on all sides. Save your resume in the correct document size. Canadian resumes use a standard North American letter size (8.5 x 11 inches), instead of the A4 size common elsewhere. You can do this easily in the Novoresume editor by choosing "Layout" in the top menu and choosing "US Letter Format". Once you've sorted out your resume layout, it's time to start filling in its content. The contact information section is the first thing you should list. Here's what to include: Name and surname, Canadian phone number, Address (City and Province), Professional email address. Optionally, you can include a link to your LinkedIn profile, a personal website, or an online portfolio. Just make sure they're updated and relevant to the application. Each resume only has a few seconds to catch a recruiter's attention, so you have to make your resume eye-catching and easy to read. Here's where a resume summary comes in. Going at the top of your resume, a resume summary is a two or three-sentence-long summary of your career. It includes: Your professional title and years of experience. Two-thirds of your biggest achievements. One-two of your top relevant skills for the position. If you're less experienced, you can opt for a resume objective instead. A resume objective focuses on your skills and motivation to grow in your chosen field, rather than on prior experience and professional achievements. When applying for a remote job for a company based in Canada, mention this in your resume summary. If you're looking for a company that's going to relocate you to Canada, make sure to mention that in your resume instead, so you don't waste time for yourself or the hiring manager. Work experience is the most important section on a Canadian resume. It lets you expand on your past achievements and responsibilities, proving to the hiring manager you're the best candidate for the job. Here's how you should structure this section: Start with your most recent job and go back in time. That said, don't go back more than ten or 15 years ago, even if you're a senior professional. The hiring manager doesn't care about your job as a server from back in college. Start with your job title. The recruiter will immediately know if you have the necessary experience for the job from reading your job title. Add your company name and location. Sometimes you can even add a brief description of your former employer, particularly if it's a smaller business that isn't well-known. Include your dates of employment. There's no need to be super detailed, so just stick to the mm/yyyy format. List your job responsibilities and achievements. Provide 4-6 bullet points for your most recent position and 2-3 bullets for older jobs. Structuring your work experience the right way is only half the work. To stand out from the competition, you want this section to be as impressive as possible. Here are a few tips and tricks to help with that: Reference the job ad, and focus on the top skills and qualifications required from candidates. Tailor your work experience around the skills that you do have to draw attention away from the ones you don't. Focus more on achievements over day-to-day responsibilities. The hiring manager already has an idea of what your responsibilities for a certain job were. What they're interested to know is what you achieved while doing it. Quantify your accomplishments as often as possible. Use the Laszlo Bock formula ("accomplished X as measured by Y by doing Z") to provide a timeframe, scale, and results for what you've achieved. E.g.: "Increased annual revenue growth from 5% to 10% through the implementation of a financial roadmap." Use powerful words and action verbs. Recruiters hate hearing generic phrases like "responsible for" or "team player," so using the right vocabulary can help you stick out. In Canadian resumes, the education section typically goes right under your work experience. Here's how you should format this section: Program Name. E.g.: "B.A. in Computer Science" University Name. E.g.: "Ohio State University" Years Attended. E.g.: "2018/2019 - 2022/2023" Achievements (optional). E.g.: "Minor in Linguistics" It should look something like this: EDUCATION: B.A. in Computer Science Concordia University 2018/2019 - 2022/2023 SUMMA Cum Laude Minor in Business Analytics Follow these tips to make this section pop: Don't describe your high school education if you have a university degree. Mention courses you've taken that are relevant to the industry you're applying to. (E.g.: Statistics and Probability for a Data Analyst) Stick to a reverse chronological format when listing your degrees. E.g.: A Ph.D. is listed above a Master's Degree, which is listed above a Bachelor's degree, etc. If you don't have work experience, you can emphasize your academic background. Just list your education at the top of your resume instead of the work experience. The skill section shows which candidates have the necessary expertise for the job, and no Canadian resume is complete without it. Skills are typically divided into two categories: Soft skills consist of personality traits and characteristics developed in your personal and professional life. They involve communication skills, people skills, interpersonal skills, etc. Hard skills, or technical abilities, are skills you can gain from experience, training, or education. These can include computer skills or proficiency in the use of specific tools. The trick here is, don't list every skill you've ever learned, just the ones relevant to the job you're applying for. If you're going to be a graphic designer, your Photoshop skills are more important than your forklift certification. Recruiters want to know which skills make you the right candidate for them, not which skills make you the most well-rounded individual. Scan the job description and jot down which of your skills the company is looking for. Then add them to your Canadian resume. Just make sure you don't focus solely on one type of skill over the other. A good application covers both soft skills and hard skills, depending on the job requirements. Here's an example: If you've covered all the essential resume sections and have some space left, consider adding some optional resume sections. These sections aren't as vital as the ones we've covered so far, and they won't do as much heavy lifting on your resume as your work experience, skills, or education. However, they can help set you apart from candidates with similar work experience and skills as yours. For example, if choosing between two equally qualified professionals, and the position includes collaboration with French-speaking employees or business partners, the hiring manager is likely to choose a candidate who can speak French. Here are the additional sections you can include on your resume: Languages. Being able to communicate in more than one language gives you an advantage over other candidates. Internships. Adding any relevant internships to your resume shows you have some experience that's prepared you for the job you're applying to. Volunteer experience. Any experience volunteering is a great addition to any resume since it shows you're a caring person who wants to give back to your community. Hobbies and interests. Certain hobbies or interests might give the hiring manager a look into who you are as a person, and work in your favor. Certifications and awards. Any relevant qualifications or awards, such as online classes, can go here. Publications. If you've published anything, ranging from magazines to research articles, you can add it to your resume. Projects. Interesting projects you've worked on can show the hiring manager your passion and dedication to your field. Cover letters are still an essential companion piece to any resume. Adding a cover letter to your application shows the hiring manager you're ready to take all the necessary steps to land the job. Cover letters also complement resumes by allowing you to elaborate on things you don't have the space for in your resume, such as certain achievements or employment gaps. Here's a quick breakdown of what your cover letter should include: Header. As with your resume, include your updated contact information with your name, surname, Canadian phone number, and professional email address. Be sure to include the employer's contact information as well. Greeting line. Make sure you address the cover letter correctly with a greeting line like "Dear John Doe," or "Dear Mr. Doe." If you can't find the hiring manager's name, just use something like "Dear [Department] Team." Introduction. Start off with a brief summary of why you're writing the letter and which position you're interested in. To grab the hiring manager's attention, use your opening paragraph to also describe two or three of your top achievements. Qualifications and motivation. The body of your cover letter should emphasize your skills, experience, and enthusiasm for the position. Use it to explain exactly what makes you the right candidate and how you're the right fit for the company. Closing paragraph. Wrap up your letter with a call to action and an official signature line. Do you still have any questions? Check out the answers to the most frequently asked questions about Canadian resumes. Q - 1. How can I create a Canadian resume as an international student? Whether you're looking to apply to a university in Canada, secure an internship, or land your first job after your graduation, your main focus should be on your academic achievements. Education is highly valued in Canada and your credentials and relevant coursework will boost your resume, so long as you keep it relevant to the position you're applying for. When describing your education, you can also add the location next to your school or university's name. E.g.: "Marmara University, Turkey" instead of just "Marmara University." Q - 2. Should the Canadian resume be in a PDF or Word file format? Generally speaking, a PDF is the preferred format for resumes since it remains the same regardless of what operating system or device you use to open it. Moreover, it keeps your formatting and illustrations in place, and can't be edited by accident when a recruiter mislicks. Most career websites in Canada accept resumes as both PDF and Word files. Nonetheless, we recommend you have your Canadian resume exported to PDF unless the job ad specifically requests Word. Q - 3. Do Canadians say CV or resume? Depending on what part of Canada you're in, people might say CV and resume interchangeably. However, outside of Quebec, these are two different documents. Resumes are typically not longer than two pages and are meant to be tailored to the job you're applying for. CVs, on the other hand, are far more detailed and appropriate for academic settings or specific senior-level applications. Q - 4. What should you NOT include on a Canadian resume? As an anti-discrimination measure, pictures of yourself and personal information, are legally prohibited from job applications. This means your nationality, age, gender, religion, immigration status, political affiliation, marital status, and social insurance number, have no place on your resume. Another thing to keep in mind is that it's taboo for applicants to include their salary expectations on a Canadian resume. Salary expectations should only be provided if requested by the employer, and even then, they are best included in a cover letter, never on your resume. And that's a boot for Canadian resumes! Let's recap the main things you need to know on the subject: Canadian resumes are essentially the same as US resumes. You won't have any difficulties applying with a US resume for a position in Canada, but Canadian English is preferred over standardized American English. A Canadian resume is the equivalent of a CV in Europe and most other parts of the world. However, a CV in Canada is a much longer document that's used mostly to apply for jobs in academia. Keep your formatting clear, and use separate sections and legible fonts when building your resume. When applying to jobs in Canada, you should never include anything that could be used to discriminate against you, such as information about your age, nationality, and immigration status, or pictures of yourself. Email Address * Job* Select Job Accommodation Officer Accountant Accounting Technician or Bookkeeper Acupuncturist Adminstrative Officer Adminstrative Secretary Agent Travel Agricultural Equipment Mechanic Agricultural or Fish Products Inspector Agricultural Representative or Consultant Agricultural Service Contractor, Farm Supervisor Agriculture Service Contractor Agronomist Air Pilots, Flight Engineer or Flying Instructor Aircraft Assembler or Aircraft Assembly Inspector Alterationist Animal Attendant Animal Farmer Appliance Servicer or Repairer Aquaculture or Marine Harvest Labourer Architect Artisan or Craftsperson Assembler or Inspector, Electrical Appliance Assembler, Fabricator or Inspector Athlete Authors or Writer Automobile Electrical Mechanic Automobile Service Technician Babysitter Baker Bank Teller Barber Barista Bartender Beautician Binding or Finishing Machine Operator Biological Technologist or Technician Biologist or Scientists Boat Assembler or Inspector Boat or Cable Ferry Operator Boilermaker Bookkeeper Bottle Sorter Box Packer Bricklayer Broadcast Technician Broker Insurance Building Caretaker Bus Dispatcher Bus Driver or Other Transit Operator Bus Operator Business Analyst Business Consultant Business Development Officer or Marketing Butcher, Meat Cutter or Fishmonger Cabinet Finisher Cabinetmaker Cable Television Service or Maintenance Technician Cafeteria Worker Car Washer Caregiver Carpenter Cashier Cement Finisher Chain Saw Operator Chef Chemical Engineer Chemical Plant Machine Operator Chemist Chicken Catcher Chiropractor Civil Engineer Civil Engineering Technologist Claims Examiner Cleaner Cloth Sorter Collection Officer College Lecturer College or Vocational Instructor Commissioned Police Officer Computer Analyst Computer Network Technician Computer Programmer Computer Repairer Concrete Finisher Concrete Technician Concrete, Clay or Stone Forming Operator Construction Estimator Construction Manager Construction or Industrial Mechanics Construction Trades Helper or Labourer Construction Worker Consultant Travel Contractor or Supervisor, Carpentry Trade Contractor or Supervisor, Construction Trades Contractor or Supervisor, Electrical Trades Contractor or Supervisor, Heavy Equipment Contractor or Supervisor, Landscaping Contractor or Supervisor, Mechanic Trades Contractor or Supervisor, Oil or Gas Drilling Contractor or Supervisor, Pipefitting Trade Cook Cosmetician Courier, Messenger or Door-to-door Distributor Court Clerk Craftsperson Crane Operator Customer Service Representative Data Analyst Data Engineer Data Entry Clerk Data Processor Database Adminstrator Database Analyst Database Developer Delivery or Courier Service Driver Dental Assistant Dental Hygienist or Dental Therapist Dentist Denturologist Devops Engineer Dietitians or Nutritionist Digital Creator Dishwasher Dog Groomer Domestic Housekeeper Drafting Technologist or Technician Dressmaker Driller or Blaster Dry Cleaning, Laundry Early Childhood Educators or Assistant Economist or Economic Policy Researcher Editor Education Consultant Electrical Engineer Electrical Engineering Technologist Electrical Mechanics Electrical Power Line Electrician Electronic Services Technician Electronics Assembler, Fabricator, Tester Electronics Engineer Electronics Engineering Technologist Elementary or Secondary School Teacher Assistant Elevator Constructor or Mechanics Esthetician Electrologist Event Coordinator Executive Housekeeper Fabric Inspector Fabric, Fur or Leather Cutter Factory Helper Worker Farm Worker Finance Officer Financial Auditor Financial Manager Financial Sales Representative Fire Chief or Senior Firefighter Officer Firefighter Fish or Seafood Plant Worker Fish Processor Fishermen Fisherwomen Fishing Masters or Officer Fishing Vessel Floor Covering Installer Flower Grower Food and Beverage Server Food Buyer Food Counter Attendant, Kitchen Helper Food Service Supervisor Food Technologist Forester Forestry Professional Forestry Technologist or Technician Forklift Operator Fruit Packer Fruit Picker Furniture Finisher or Refinisher Gardener Gas Fitter General Cleaner General Farm Worker General Labourer General Office Support Worker General Practitioner or Family Doctor Geological or Mineral Technologist Geologist Glass Forming or Finishing Machine Operator Glazier Graphic Arts Technician Graphic Designer or Illustrator Greenhouse Workers Grocery Packer Groundskeeper Hairdresser Hairstylist or Barber Handyperson Harvester Harvesting Labourer Health Information Management Occupation Heavy Duty Cleaner Heavy Duty Equipment Mechanic Helper Herbalist Herdserson Home Child Care Provider Home Inspector Home Support Worker Homemaker Horticulturist Hotel Cleaner Hotel Front Desk Clerk Housekeeper Housekeeping Aide Housekeeping Attendant Human Resources Manager Human Resources or Recruitment Officer Hydrologist Industrial Butchers or Meat Cutters, Poultry Preparers Industrial Designer Industrial Engineering or Manufacturing Technologist Industrial Instrument Technician or Mechanics Industrial Manufacturing Engineer Industrial Painters, Coaters or Metal Operator Industrial Sewing Machine Operator Information Systems Analyst or Consultant Information Systems Testing Technician Inspector Insulator Insurance Adjusters or Claims Examiner Insurance Agent or Broker Interior Designers or Interior Decorator Janitors, Caretaker or Building Superintendent Jeweller, Jewellery or Watch Repaireer Jewellery Repairer Journalist Judge Kitchen Helper Labourer in Chemical Products Processing and Utilities Labourers in Food and Beverage Processing Labourers in Metal Fabrication Labourers in Mineral and Metal Processing Labourers in Rubber and Plastic Products Manufacturing Labourers in Textile Processing Landscape Architect Landscape Survey Technician or Technician Landscape Surveyor Landscaper Lawyer or Quebec Notaries Legal Administrative Assistant Librarian Licensed Practical Nurse Light Duty Cleaner Logging and Forestry Labourers Logging Machinery Operator Longshore Worker Lumber Graders or Other Wood Inspector Machine Fitter Machine Operator, Electrical Manufacturing Machining Tool Operator Machinist Maintenance Worker Manager Manicurist Manufacturer Marketing Assistant Massage Therapist Massager Material Handler Meat Cutter Mechanic Mechanical Assembler or Inspector Mechanical Engineer Mechanical Engineering Technologist or Technician Medical Assistant Medical Laboratory Technician or Pathologist Assistant Medical Laboratory Technician or Pathologist Assistant Medical Radiation Technologist Merchandiser Merchandiser Metallurgical or Materials Engineer Meteorologist or Climatologist Millwright Mine Labourer Mining Engineer Mortgage Broker Motor Transport Labourers Motor Vehicle Assembler, Inspector or Tester Motor Vehicle Body Repairer Musician or Singer Nanny Network Administrator Nurse Aide, orderly or Patient Service Associate Nursery or Greenhouse Worker Nursing Co-ordinator or Supervisor Occupational Therapist Office Administrator Oil or Gas Driller Optician Optometrist Orthotist Other Labourers in Processing and Manufacturing Other Trades Helpers and Labourers Packager Packer Painter or Decorator Papermaking or Finishing Machine Operator Paramedic Paramedical Occupation Park Attendant Payroll Clerk Pedicurist Personal Support Worker Personnel Clerk Pest Controller or Fumigator Pet Groomer or Animal Care Worker Petroleum Engineer Petroleum, Gas or Chemical Process Operator Pharmacist Photographer Physiotherapist Pipefitter Plastic Products Assembler, Finisher Plumber Police Officer Power Engineers or Power Systems Operator Printing Press Operator Producer Producers, Director, Choreographer Project Manager Psychiatrist Psychologist Public Works and Maintenance Labourers Purchaser Purasers or Flight Attendant Radiologist Real Estate Agent or Salesperson Receptionist Reflexologist Refrigeration Air Conditioning Mechanics Registered Nurse Repairer Research Assistant Residential or Commercial Installer or Servicer Respiratory Therapist, Clinical Perfusionist Restaurant or Food Service Manager Retail Salesperson Roofer or Shingler Sales or Account Representative Sawmill Machine Operator School Principal or Administrator Secondary School Teacher Security Guards or Security Service Occupation Senior Manager Server Shipper or Receiver Shoe Repairer Shoemaker Software Developer Software Engineer or Designer Specialist Physician/doctor Specialized Cleaner Stock Keeper Storekeeper or Partsperson Supervisor Tailor, Dressmaker, Furrier or Milliner Taxi or Limousine Driver or Chauffeur Teacher Teachers Assistant Technical Occupation In Geomatics or Meteorology Telecommunication Carriers Manager Telecommunications Line or Cable Worker Telemarketer Tester or Grader, Food, Beverage Therapist Tilesetter Tool or Die Maker Toolmaker Tour Guide Tradesperson Transcriptionist Translator, Terminologist or Interpreter Transport Truck Driver Truck Loader Typist University Professor or Lecturer Upholsterer User Support Technician Veterinarian Waiter Waitress Warehouse Worker Washer Water Well Driller Web Designers or Developer Welder or Machine Operator Woodworking Machine Operator Writer Preferred Location Select Province Alberta British Columbia Manitoba Newfoundland and Labrador Northwest Territories Nova Scotia Nunavut Ontario Prince Edward Island Quebec Saskatchewan Yukon Canada. Geographic proximity, cultural similarities, plus generous mandated leave and benefits can make Canada a very attractive place to work. But how to get started? What's the proper Canadian resume format, and is it different from an American one? Check out our Canadian resume template and expert tips to write yours with ease! This guide will show you the following: Canadian resume template you can customize. What is the Canadian resume format and how to create one. How is the resume format in Canada different from the US format. Tips and examples for making an appealing Canadian resume. Want to save time and have your resume ready in 5 minutes? Try our resume builder. It's fast and easy to use. Plus, you'll get ready-made content to add with one click. See 20+ resume templates and create your resume here. Create your resume now! Use this resume template: Sample resume made with our builder - See more resume samples here. One of our users, Chris, had this to say: You cannot go wrong with Zety. The company does best at enhancing your resume and helping market yourself better to land the job you love. Based on an in-depth analysis of 11 million resumes created in our builder, we've gathered valuable insights from a diverse range of users across various industries and experience levels. Here are our top findings to help you craft a more effective resume: Data-Driven Insights From Real-Life Resumes 57.84% of resumes created in our builder are longer than 300 words, 28.23% have between 101 and 300 words, while 5.35% have less than 100 words. 3.59% of our users have no work experience, while 28.86% declare less than 3 years of work experience. The average number of skills added to resumes is 12.56. The average job count in the work experience section per resume is 2.61. Canadian Resume Template Jennifer Birch Senior Sales Associate 416-555-0134 jennifer.birch@me.com LinkedIn.com/in/jenniferbirch_zety Summary: Energetic, friendly sales associate with 5+ years of retail experience. Extensive product knowledge and technically proficient with modern point-of-sale systems. Maintained 99% positive customer feedback score. Canadian Professional Sales Association (CPSA) certified. Seeking to leverage proven merchandising, upselling, and customer service skills to become a senior sales associate at McWhirter's Home & Office Depot. Experience: Retail Sales Associate Maple Leaf Home Stores, Toronto, ON September 2017-Present Managed sales floor, proactively and reactively assisting customers with leverages, complaints, and purchases. Maintained highly detailed product knowledge and familiarity with forthcoming product releases. Advised customers on purchases based on their personal needs, current promotions, and other sales-based considerations. Led general upkeep during trading hours and after closing, including maintaining cleanliness, organizing shelves, and restocking. Key Achievement: Achieved a 99% customer feedback score in the first month of employment and maintained it constantly ever since. Junior Sales Associate: Frozen North Outfitters, Toronto, ON August 2015-September 2017 Assisted customers with purchasing winter sports clothing and equipment. Performed cross-sells and upsells based on customer needs to maximize store revenue. Promoted customer loyalty and awards program, achieving an average of 100 sign-ups per month. Accurately rang-up sales, achieving 100% accuracy on cash reconciliation. Education: Bachelor of Science in Retail Sales Management, York University, Toronto, ON Graduated 2017 Skills: Customer service, Interpersonal communication, Cash handling & POSTime management, Product & brand knowledge, Empathy & friendliness, Conflict management, Certifications & Licenses: CPSA Certified Sales Professional (CSP) You've just seen a perfectly written Canadian resume template. Now learn how to make your own. Canadian Resume Format Specifics: The best resume format for Canadian jobs is the reverse-chronological resume format, the same as in the U.S. Also called the chronological format, it puts your work experience up front. It's the format recruiters are most familiar with on both sides of the border. Here are the sections typical chronological Canadian resume consists of: Standard Canada resume format also follows the same layout rules as you'd use in the U.S. A good layout ensures that you'll have a document that looks professional and is easy to read. Here are some basic resume layout guidelines: Set your resume margins to one inch on all sides and double space between sections to create plenty of reader-friendly white space. Use line spacing set to 1.15. Stick to 1-2 pages for your resume length. Choose an easy-to-read resume font. Use a larger font size to emphasize your resume section headers and make important information stand out with bolding and italics. In turn, here are the things you shouldn't include on your resume in Canada: And that's it, you're all set to craft the perfect Canadian style resume. Are you applying to an organization requesting a Canadian Common CV? Head here: What You Must Know About Canadian Common CVs. The Canadian Resume Format Different from the American Resume Format? Canada and America have their similarities, but there are plenty of differences too. From the way they do politics to selling milk in bags, the land that gave us Jim Carrey and Justin Bieber can seem like a pretty original place. But do those differences extend to the Canadian resume? See a couple of minor differences between a Canadian resume format and an American resume: Language: Canadian resumes might use British spellings, while a typical U.S. resume is written in American English. Some Canadian resumes might also include both English and French languages, particularly in bilingual regions. Length: U.S. resumes tend to be limited to one page. On the contrary, Canadian resumes are often extensive and incorporate more details regarding work experience or individual projects. Date format: Canadian resumes use the "YYYY-MM-DD" format, while US applications feature the typical "MM-DD-YYYY" format. Pro Tip: If you live in Europe, Asia, or the Pacific, you probably refer to a resume as a CV. A North American resume is the same as what you call a CV, but to get a better understanding of the two terms, take a look at our guide on the differences between a CV vs a resume. Making a resume with our builder is incredibly simple. Follow our step-by-step guide, use ready-made content tailored to your job and have a resume ready in minutes. When you're done, Zety's resume builder will score your resume and our ATS resume checker will tell you exactly how to make it better. How Do You Write a Resume in Canadian Format? To write a Canadian resume, follow the same rules as people in the U.S. You'll find detailed advice in our comprehensive how to write a resume guide. To make a quick start, here's what sections you should include in your Canadian resume: 1. Add a Header with Contact Information: Include your full name, job title, and contact details. These should consist of your phone number, email address, and LinkedIn profile. There's no need to include your address on your resume, though. It's not needed, and it wastes space. 2. Write a Resume Profile: Your resume profile acts as the introduction to the content that follows. The general rule is to use a resume objective if you're just starting your career and a resume summary if you're more experienced. A summary of qualifications is another good option if you've got plenty of experience and achievements to highlight. 3. List Your Work Experience: This is the most important part of your Canadian resume. 91% of employers prefer their candidates to have work experience, so you need to get your work experience section right to capitalize on that demand. Here's how to do it: Use reverse chronological order, starting with your current or most recent position. Start with the basics: your job title, the employer's name and location, and dates of employment. Add up to six bullet points describing the role and start them off with resume action words for added impact. Use accomplishment statements to showcase your professional attainments. And don't just say what you did; prove how well you did it with quantified achievements. Include resume keywords to help you pass the applicant tracking systems (ATS) that scan your job application. Showcase any international experience or cross-cultural skills, especially if you have worked or studied abroad. Canadian employers value diversity and global perspectives, and this can set you apart from other candidates by demonstrating your adaptability and broad understanding of global markets. 4. Mention Your Education: Often overlooked but still necessary. List your degree, the school and its location, and your graduation date (use an expected graduation date if you're still studying). Only include your GPA on your resume if you've just graduated, and it's 3.5 or above. If you've just graduated, include in your education section two more things: relevant coursework and extracurricular activities. 5. Include a List of Skills: The skills employers look for in a Canadian resume are the same as for the U.S. Be sure to feature a mix of hard skills and soft skills and target your resume to the job. It's how you keep your skills section relevant and focused. We reviewed 11 million resumes generated with our builder and identified the top 10 most commonly listed skills: Teamwork and Collaboration, Problem-solving, Excellent Communication, Multitasking, Attention to Detail, MS Office, Analytical, and Critical Thinking. Data Entry, Project Management, Team Management. 6. Make Use of Additional Sections: Extra sections are the icing on the cake, or seeing as this is a Canadian resume, the gravy on the poutine. Adding them gives you the chance to add extra skills and achievements and stand out from other applicants. Here are some of the best options: And there's no need to add references to your resume or even to write "references available upon request." If an employer needs your references, they'll ask for them later on in the recruitment process. Including them now is just a waste of valuable real estate. Just in case you're looking for alternative resume templates and formats, we've got dedicated guides on them, too. Plus, a great cover letter will give you an advantage over other candidates. You can write it in our cover letter builder here. Here's what it may look like: Create my cover letter now! See more cover letter templates and start writing. Key Takeaway: Canadian resume format is exactly the same as American resume format. Follow the same guidelines and focus on writing a resume that's tailored to the job you're applying for and best shows off your strengths.

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