



SHARING

newsletter for newcomers

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How to Write a Resume that Stands Out in a Crowded Database

The world of job search has changed dramatically in the last decade. Gone are the days when you could drop by an organization, drop off a resume and make an impression on the hiring manager or human resources department. Today, the process is automated up to the point of interviews. So how can you stand out in a crowded database filled with thousands of resumes? The following tips will increase your chances of search engines filtering your resume to the top of the list.

STUDY THE AD: Companies clearly outline the key skills they want in a job seeker. Take time to study the ad and learn what those key skills are and how yours match what they need. Then highlight those skills in your resume.

HEADER: Never assume that since a resume is in a database, it doesn't matter how it looks. While that's true in the initial engine search, once a resume makes it to the top of the list and managers are reviewing a copy, the presentation becomes important. Keep it clear of clutter and use a clean, crisp font such as Helvetica or Calibri. They are easier to read. Make every word count and proofread to avoid any typos. Leave pictures and any complicated formatting out. They don't always translate well in search engines.

SUMMARY OF PROFESSIONAL SKILLS: One key strategy to increase your chances of making the list is to add the key skills that match the job you want. For example, if you're applying for a customer service job, be sure to highlight all your skills in customer service.

PROFESSIONAL ACCOMPLISHMENTS: This section details the skills you've gained in the job(s) you've held. Add the name of the company, your job title and the years you worked there. Highlight the skills and experience the company is seeking. Use action verbs. If the job ad says something like: "someone who has a proven track record in problem solving," add examples of how you solved problems and describe the outcome. Use some of their key words so that the search engine will pick up those skills.

EDUCATION: Add your highest level of education, the institution, the year you graduated and the degree/diploma you completed. If you haven't completed your studies, tell them. E.g., I have completed 3 ½ years towards a degree in business, and I am completing the final requirements part-time.

PROFESSIONAL DEVELOPMENT: This section highlights any additional training and certifications you have. List only those that are specific to the job.

PERSONAL INFORMATION: Avoid including personal information that is protected under the Human Rights Act, such as religion, politics, age, gender. Add only volunteer activities and other information that is relevant to the job you are seeking.

REFERENCES: There is no need to add references when posting a resume online unless the organization specifically asks. Simple add: "References to be provided on request."

COVER LETTER: Unless the organization specifically ask for a cover letter, leave it out. If they do ask, highlight the key skills required for the job you are seeking.

By following these tips, search engines are more likely to recognize your skills as a good fit for the organization's needs and invite you for an interview. Best wishes for a fruitful search.

By Dianne Gaudet

Connect to the Newsletter Working Group on FB @sharingnewsletter
Newcomer Services, KG Public Library
By Roya, Amber, Dickwelle Sudhamma, Alexandra, Yuqing
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Career Services

Nova Scotia Works employment services centre

<https://www.careerconnection.ca/services-2/>

OptimalResume career management platform

<https://isans.optimalresume.com/>

HRM Employment. Writing a cover letter for the HRM

<https://www.halifax.ca/about-halifax/employment/work-halifax-regional-municipality/writing-a-cover-letter>

Dalhousie University resume and career resources

https://www.dal.ca/campus_life/career-and-leadership/job-resources-services/Resources/resume-and-cover-letter-resources.html

Mount Saint Vincent University resume critique handbook

<https://www.msvu.ca/wp-content/uploads/2020/05/201220MSVU20CPS20Resume20Critique20Handbook.pdf>

Canadian Immigrant Fair. May 3, 2022

<https://canadianimmigrant.ca/careerfair/halifax>

Tips On Writing a Resume and Cover Letter

About the cover letter, what are some important points that should be covered, how long should be each of the point?

The purpose of a cover letter is to get an applicant selected for an interview. It is a clear, concise one-page tool that you can use to market yourself to a potential employer. It is an important document that shows why you are a strong candidate for the position. Even though it takes a lot of time to write a cover letter, it is important to customize it for each position and highlight your strengths in accordance with the job posting. It is important to write clear sentences and well-organized paragraphs. Make sure you proofread for spelling errors, sentence accuracy, and verb tense errors. You will also need to use transition words in your cover letter. Look for keywords and vocabulary from the job ads and reflect those in your writing as well. You will also need to include the date, your contact information, the name of the hiring manager if you know it, the competition number, the address of the company, a professional salutation and closing, and your signature.

About resume, since a lot of newcomers have a lot of experience, how can we narrow down our experience, what we should focus on?

Resumes are an overview of your professional skills and experience. While employers do not want to see a resume that is too long, you want to ensure to include experience that is relevant to the position you are applying for. There are different resume formats you can use, depending on your experience, skills, and preferences. Resume writing is different than other kinds of writing we do. When you're working on your resume, make sure to use action verbs, clear sentences, and clearly organized sections. Proofread for spelling errors, word choice errors, language consistency, and parallel structure.

Do you recommend 1-page resume or 2-page resume?

Canadian resumes are typically one to two pages. Some applicants for senior positions may have up to a three-page resume. Your resume should be organized and easy to read. Don't try to overfill the page with information by making your margins very small. It is recommended to use a size 12 font and have 1-inch margins.

How many parts should we include in our resume? (such as working experience, community involvement, skills, education, etc.)

There are different resume formats you can use, depending on your experience, skills, and preferences.

Common sections of a resume include:

Contact information (name, phone number, email address, a link to a LinkedIn profile)
Summary statement (2-3 sentences highlighting skills that match the job description)
Work experience
Education
Skills
Volunteer work

Do not include: Age; a picture; marital status; religion; number of children (if applicable)

By Amber

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Useful Links

Beautiful Places to Visit in Nova Scotia

https://youtu.be/6_WwOsFmGgQ

How to Make Poutine

<https://youtu.be/jHQgzTG4734>

Canada Wins Olympic Gold in Women's Soccer

<https://youtu.be/0znprhwJIAE>

How to Get a Job in Canada Faster

<https://youtu.be/994fW2bLVYw>

Titanic Museum Nova Scotia, Canada

<https://youtu.be/E3oNqc5BMk0>

Relaxing Piano Music & Water

<https://www.youtube.com/watch?v=6oAdjzXQS8>

Common Canadian Birds

<https://www.youtube.com/watch?v=z-ZmieT6YQg>

Spring Watch

https://www.youtube.com/watch?v=VTsz_tO3iSc

Spring Holiday Quiz

1. In 1957 BBC broadcast the news that became one of the most well-known April Fools' Day pranks. Which one was it?

- a. Japan switched to right-hand traffic
- b. The state of Alaska became the fourth Canadian territory
- c. Italian farmers got a high harvest of spaghetti
- d. NASA had made contact with aliens

2. Where was April Fools' Day first celebrated?

- a. Ancient Egypt
- b. Ancient Greece
- c. China
- d. Brazil

3. What kind of hunting do families do on Easter day?

- a. Wild animals hunt
- b. Word hunt
- c. Photo hunting
- d. Egg hunt

4. When and where was Mother's Day first established?

- a. 1927, Great Britain
- b. 1899, Germany
- c. 1954, Canada
- d. 1914, USA

5. What is the name of the first queen of Canada?

- a. Mary.
- b. Victoria
- c. Elizabeth
- d. Diana

6. How do Canadians honor their first queen's memory?

- a. Hang her portraits everywhere.
- b. Ring the bells
- c. Name baby-girls after the queen
- d. Celebrate her birthday every year

7. When do Canadians celebrate Victoria day in 2022?

- a. May, 23
- b. June, 6
- c. April, 25
- d. July, 30

8. What city became the capital of Canada in 1867 by decree of Queen Victoria?

- a. Montreal
- b. Ottawa
- c. Toronto
- d. Kingston

Answers:
1 - c, 2 - b, 3 - d, 4 - d, 5 - b, 6 - d, 7 - b, 8 - b

By Alexandra

Newcomer's Talent Show

Hello, I am Alexandra. My hobby is knitting various home decor items from jute. I make baskets, rugs, bags, serving napkins of different shapes and sizes and decorate my home in eco-friendly style. You can see some of my creations below as well as on my Instagram page @insta_jute

