



Employment Services

When to Target Your Resume

April Webinar Series 2022

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In This Presentation

We will cover:

Career Link 2022 Announcement

Misconceptions About Resumes

Basic Resume Components

Career Link Resume

Where to Register!



EMPLOYMENT SERVICES

CAREER LINK 2022 ONLINE

**MAY 5, 2022
10:00 AM - 3:00 PM CST**



**REGISTER ONLINE AT
WWW.RODSCAREERLINK.VFAIRS.COM**

POWERED BY:



RBC Future Launch



Some Misconceptions about Resumes



I can change my experience to be a stronger candidate for the job.



I have to meet all job requirements in my resume to be considered.



Generic resumes can save time and effort in job search.



It is best to detail my whole experience to give employers sufficient information.



Candidates with higher qualifications are more likely to get the job.



If my resume is good enough, I will get an interview.

Basic Resume Components

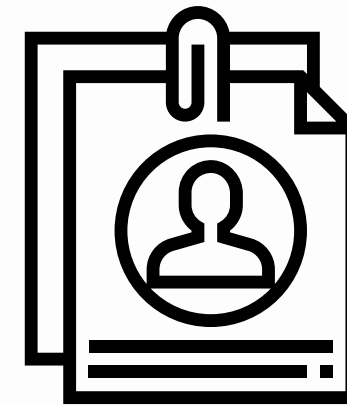


Personal Information

Full name, address, telephone number and email address



Career Objective/Summary of Qualifications
Qualifications that are most relevant to the position



Work experience
Chronological, functional, combination



Education and training
Include Canadian equivalency



CAREER LINK 2022 ONLINE

MAY 5, 2021, 10 AM - 3 PM



Resume for Career Link

Step One

Submit a registration resume that is accessible to all employers with different job openings.

Step Two

Replace this registration resume with a targeted resume when job details are available.

Registration Resume

Upload upon registration for Career Link

Research all positions/employers you are interested in and summarize essential technical and transferable skills.

Match your experience to these technical and transferable skills.

Prepare a resume that covers these technical and transferable skills.

Resume for a Specific Job

Step 1: Analyze the job description

Step 2: Match your experience to the job

- Technical skills
- Transferrable skills
- Personality

Administrative Support (Government of Saskatchewan)

- Knowledge of office and administrative procedures
- Communication
- Discretion

	Job requirements	Duty	Achievements
Technical skills	Knowledge of office procedures.	File, schedule, book, order	Accuracy, meet deadline
Transferable skills	Communication	Explain procedures to customers	No misunderstanding or confusion
Personality	Discretion	Maintain documents with sensitive information	Ensure confidentiality



Personal Information

Name

Address

Phone number

Email

Career Objective/Summary of Qualifications (Data analyst).

Example 1

Over 7 years of experience in data-warehouse domain working as a Data Architect. Experienced in database design, data modeling, data migration, data governance and data management. Analyzed and interpreted large sets of complex data for banking and finance firms including bulk data extraction, data quality check and database repositories maintenance. Possess exceptional communication, facilitation and team work skills.

Example 2


- Over 7 years' experience with various Information Technology Companies and data analyzing.
- Knowledge of different operating systems and environments.
- Ability to solve problems, prioritize and meet strict deadlines while under pressure.
- Ability to work independently, as well as part of a team.
- Good Computer skills and knowledge.
- Fluent in English Arabic languages and Tigrinya.
- Work well independently or as part of a team.

Career Objective/Summary of Qualifications (Accountant).

Draft

Associated as an Account executive for a 10 months, and have experience in handling sales reports, company expenses, GST pay, monthly payroll creation. Dedicated to managing overall revenue of the company.

Revision

- 10 months of working experience as an Account Executive
 - Prepared and reviewed accounts payable, accounts receivable, sales reports, GST, monthly payroll, etc.
 - Processed all accounting data with Tally ERP, a software similar to Quickbooks
 - Worked closely with the HR team, company owners and managers
 - Recognized for accuracy and efficiency in work
 - Intermediate proficiency in MS Office
 - Bachelor of Commerce
 - English: ;Native speaker of Gujirati and Hindi
- 

Work Experience

Format

H&M

Tucson, AZ

Sales Associate

June 2013 – Present

- Assist an average of 40 customers per day in finding or selecting items, and provide recommendations that generated \$8K in additional revenue.
- Stock, replenish, and organize inventory with accuracy and efficiency, completing these tasks 10% faster than average associate.



Work Experience

Tip 1: Select duties and skills that demonstrate your best ability to do the job.

Examples

1. IT Help desk technician

A: Collaborate with contractors and service providers

B: Respond to customers' enquiries

2. IT Project coordinator

A: Collaborate with contractors and service providers

B: Respond to customers' enquiries



Work Experience

Tip 2: Summarize your essential duties. It is unnecessary to present every task.

Draft

- Collect department performance data from 8 teams.
- Prepare monthly department reports based on data analysis and reflection.
- Proofread documents and presentation materials.
- Present department report to board members

Revision

- Prepare department reports and present to board members on a monthly basis.



Work Experience

Tip 3: Highlight your specific achievements.

Draft

Propose ideas to improve team effectiveness.

Revision

Propose a data automation plan that cuts the data processing cost by 5.2% in two years.



Work Experience

Tip 4: Competency based description

Competency = Skill/knowledge + behavior + outcome

- Created new midmarket segment supporting an annual growth rate of 20% in a flat industry,
- Advised on balancing short-term and long-term holding strategies and implemented high quality product development, expanding market share from 30% to 45% in two years.
- Oversaw the development of a new line of higher quality services by hiring a team of technologists and experimenting new product development, resulting fully integrated team with products as new core business.

Competency profile

<https://taskroom.sp.saskatchewan.ca/how-do-i/access-employee-information/competencies>




Work Experience (Accountant).

Draft

- Filing company GST.
- Data entry on daily basis using tally software.
- Calculate payroll for more than 45 employees.
- Filing company GST.
- Communicated significant issues such as related-party transaction and reclassification.

Revision

- Filed monthly GST in government portal and processed the payment in compliance with relevant policies and protocols
 - Entered, reviewed and updated data of invoices, receipts, bank statements, utilities, etc with Tally ERP.
 - Calculated monthly payroll for more than 45 employees and deposited salary into their accounts before the deadline
 - Communicated significant issues in payment transactions with owners and managers.
 - Ensured compliance with government tax and benefit regulations
- 

Education and Training

- Include education and training that is most relevant to the job.
- Include the Canadian equivalency of your educational credential.

Degree and Major
University, Country
Canadian equivalency:

Time (optional)



Where to Register?

CAREER LINK 2022
O N L I N E J O B F A I R



Website:

www.rodscareerlink.vfairs.com



Questions? Call us at:

306-352-3521



Email us at:

employment@rods.sk.ca

Thank You!

Don't forget to join us for Part
2, 3, and 4 every Wednesday
this month!

*Sign up for the April Webinar
Series (Links in the Chat)*

