

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH Staff and share best practices for students and alumni.

Updated September 2024

What is a Resume?

A resume is your professional highlight reel, showing off your **relevant skills**, work experience, and achievements to potential employers.

It's a way to quickly let them know **why you're a great fit for the job** and to get their attention for an interview.



The Importance of Tailoring your Resume to the Job Posting



Shows Relevance: Tailoring your resume makes it clear how your skills and experiences match the specific job, showing employers you're a perfect fit.



Highlights Key Skills: Emphasizing the skills and experiences most relevant to the job increases your chances of getting noticed.



Demonstrates Effort: A tailored resume shows you've put thought and effort into your application, reflecting your genuine interest in the role.



Beats ATS Filters: Many companies use Applicant Tracking Systems (ATS) to filter resumes. Tailoring your resume with keywords from the job description can help you pass through these filters by matching the key skills.



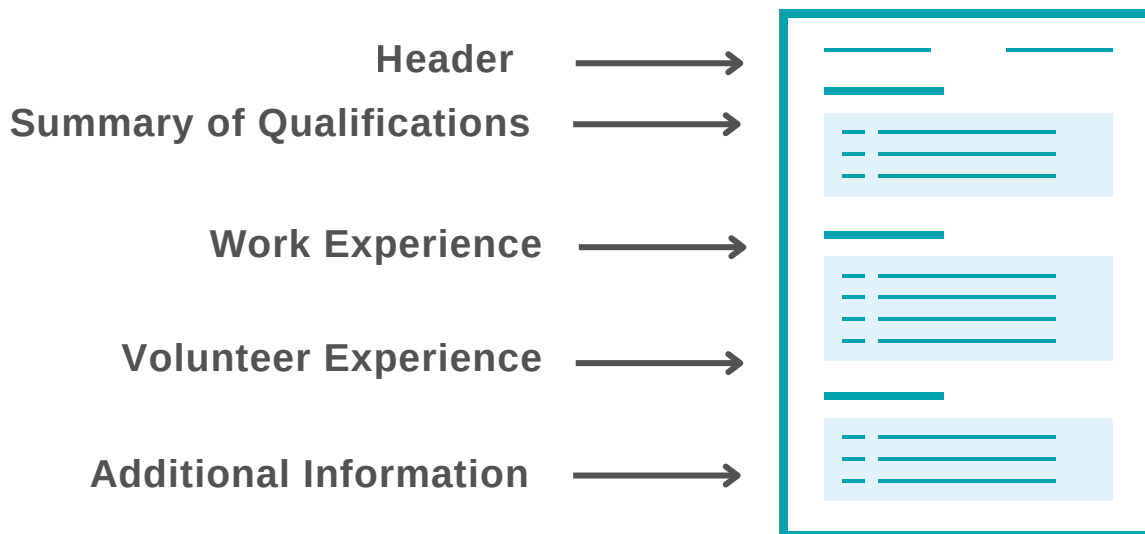
Increases Interview Chances: By presenting a clear and targeted resume, you're more likely to impress employers and secure interviews.



Did you know?

Irrelevant content, typos, & poor formatting in resumes are among the top **8 red flags** that make Hiring Managers less likely to hire a candidate.

Sections Of A Resume



Let's break down each section:

Header

- Your header should include your name at the top in larger font, then below a list of your contact information including phone number, location, email, and LinkedIn. Here's a sample:

First Name Last Name

Phone Number | Location [City, Province] | Email | LinkedIn

Summary of Qualifications

- Highlights your key skills, experiences, and achievements relevant to the job you are applying for
- Identify the top 3-4 soft skills essential for the job or group of jobs and highlight them in your bullet points. For example, if strong communication skills are crucial for the role, include a bullet point showcasing your communication abilities and what experience allowed you to hone them
- **Format each bullet as: Skill + provide proof of how you've demonstrated/developed that skill**

Education

- Highlights your degree and credentials
- Make sure to have your degree and major shown first then the institution listed underneath
- Include the date you started and your graduation date, expected graduation date, or present - to indicate where you are in your studies
- You can list any academic related awards, key project, or relevant courses in bullet points underneath

Work, Volunteer, and/or Leadership Experience

- Highlights your key experience that is relevant to the role
- Make sure these are listed in reverse chronological order with the position that's most recent at the top
- Have your position title and company name emphasized by bolding or italicizing them
- Include the date you started and when the position ended or put 'present' to indicate whether you are still working there
- Include 'Power Words' that can capture the Hiring Managers attention
- **Format each bullet as: Resume Action Verb (speaks to the skill) + Task (what you did and how you did it) + What was the outcome/result of this (what were your achievements)**
- Quantify your results (#, \$, %) wherever possible. Make sure to not exaggerate or fabricate quantities.

Additional Information

- Highlight any additional relevant certificates or experiences you haven't yet mentioned in your resume
- If the role is highly technical, it is recommended to have a Technical Skills and Certifications section with a more in-depth breakdown of your technical skills



Did you know?

You can bring your resume to the Business Career Hub for feedback!

[Click Here](#) to Schedule a 1-on-1 or email trsmcareers@torontomu.ca to book a drop-in appointment

Sample Resume:

With Work Experience



Please note - copying this resume sample would be considered plagiarism. Use this sample only as a reference

FIRSTNAME LASTNAME

[Email] | [Phone Number] | [LinkedIn URL] | [City, Province]

SUMMARY OF QUALIFICATIONS

- Demonstrated ability to build **positive customer relationships** over 2 years as a Hostess at XYZ Company
- Ability to **collaborate** within a team while organizing over 4 successful fundraisers as a Director of Events for XYZ Student Group
- Exceptional **organizational skills** while working as an Administrative Assistant at XYZ Company
- Proficient in Microsoft Office (Excel (VBA), Word, Visio, PowerPoint), Python

EDUCATION

Bachelor of Commerce, [Full name of Major]

Month Year - Present

Ted Rogers School of Management, Toronto Metropolitan University

- CGPA: X.XX/4.33 *[if competitive]*
- Awards/Achievements: *[if applicable]*
- Relevant Courses: *[if applicable]*

WORK EXPERIENCE

Administrative Assistant, XYZ Company

Month Year - Month Year

- Managed and synchronized executive schedules, resulting in a 30% reduction in scheduling conflicts and improved overall efficiency
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*

Hostess, XYZ Company

Month Year - Month Year

- Interacted with customers providing food and beverage service while supporting large functions of 30-100+ guests, maintaining quality service in high volume times
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*

LEADERSHIP EXPERIENCE

Director of Events, XYZ Company/Student Group

Month Year - Month Year

- Collaborated with a team of 4 to organize the annual fundraiser by ensuring even delegation of tasks, resulting in a successful event of over 100 attendees
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*

TECHNICAL SKILLS AND CERTIFICATIONS

- Ted Roger's Bootcamps - Excel, Python, SEO & Analytics
- Microsoft Certificate - Azure Fundamentals Associate

Sample Resume:

Without Work Experience



Please note - copying this resume sample would be considered plagiarism. Use this sample only as a reference

FirstName LastName

✉ [Email Address]

☎ [Phone Number]

📍 [City, Province]

🌐 [Linked In]

Summary of Qualifications

- Strong **written and oral communication skills** demonstrated by collaborating with group members of up to 6 people to complete projects efficiently
- Effective **problem solver** when volunteering at XYZ Organization, supporting over 20 participants and resolving their concerns
- **Eagerness to learn and initiative** demonstrated by successfully completing *[project name]* personal project, utilizing *[technology or platform used]*
- Proficient in Microsoft Office (Excel (VBA), Word, Visio, PowerPoint), Ted Rogers Bootcamps completed - Python & Branding

Education

Bachelor of Commerce, [Full name of Major]

Month Year - Present

Ted Rogers School of Management, Toronto Metropolitan University

- CGPA: XX.X/4.33 *[if competitive]*
- Awards/Achievements: *[if applicable]*
- Relevant Courses: *[if applicable]*

Relevant Projects

Name of Project, Toronto Metropolitan University

Month Year - Month Year

- Collaborated with team of 4 to develop a marketable product by analyzing consumer trends and needs, resulting in 40% increase in sales during class simulation
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*

Extra-Curricular Experience

Role Title, Organization Name

Month Year - Month Year

- Communicated with 3 different teams by providing progress updates and any issues during weekly meetings to ensure the smooth organization of the yearly banquet
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*
- *[Action Verb (speaks to the skill that matches the Job description) + task (and strategy/how you did it) + result or positive outcome for the business]*

Technical Skills and Certifications

Ted Rogers Bootcamps

Month Year - Month Year

- Branding (Level 1): *[brief description of skills acquired and feature knowledge]*
- Python (Levels 1-3): *[brief description of skills acquired and feature knowledge]*



Want to Learn More?



[How to Tailor Your Resume](#)



[Example Resume for a University Student](#)



[Explore Careers](#)



[What Should a Resume Look Like in 2025?](#)



[8 Simple Steps for a Resume](#)



[Leverage AI for Resume](#)

Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming [events](#).

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. Click here to [register](#) for current bootcamps.

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



[TedRogersBCH](#)



[Business Career Hub Website](#)



[TedRogersBCH](#)



Career Consultant Contributor Hannah Voore

Hannah, a Career Consultant with a focus on Marketing Management and Law & Business, brings four years of experience from the IT and Recruitment industries. She is committed to equipping TRSM students with the necessary tools to achieve their career goals.



Career Consultant Contributor Alysha Chin

Alysha is a Career Consultant and TMU Alumni with years of experience in the career services industry, operations and human resources. She is passionate about encouraging individuals to empower themselves and find fulfilling careers!

Data Sources

Beyond the Hype: Your Complete Roadmap to Using AI Tools to Improve Career Services, 2024 (Virtual Conference)