



Resume Structure

Tip: Always tailor your resume to the job you're applying for and the stated requirements. Select relevant elements to include with each application.

Personal details	Be sure to include your personal details, specifically your name, address, date of birth, phone number, and email address. You could also include a link to your LinkedIn profile.
Picture	Is it a good idea to put a picture on your resume? Opinions differ, but it's not that unusual in this country (anymore). If you do opt for a picture, use one that is appropriate for a business setting (in terms of background, dress, and pose).
Profile	Recruiters want to be able to determine whether you could be right for the position as quickly as possible. Make their job easier by telling them who you are, what you're good at, and what you're looking for in two or three sentences.
Education	Put your most recent achievements at the top. If you've attained a degree in something, be sure to say so. If it's relevant, include any specialisations (majors, minors, etc.) with the listed degree. Let the job you're applying for determine how much detail to include, though you should always make mention of especially high marks or graduating with honours.
Work experience	Again, put your most recent work experience at the top. List your (relevant) achievements in reverse chronological order. List all the jobs you've had, part-time or otherwise. Include a short description of your activities if they might be relevant for the job you're applying for. If a job isn't relevant, just listing the job title will suffice.
Extracurricular activities	This is the place to mention boards and commissions you've served on or any other unpaid activities. Extracurricular activities indicate to recruiters that you were an active and ambitious student. List your activities the same way you did your work experience.
References	It's a good idea to have a reference. A reference is someone who can tell interested parties more about your skills and abilities. References are usually teachers or previous employers. Always ask people whether it's okay for you to list them as a reference or whether you may provide their contact information to recruiters who ask for it. If they only consent to the latter, include the phrase "References available upon request." in your resume.