

Your Co-op Resume

- We are creating a resume/CV hybrid!
- What are the basics of a good Co-op resume?

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Basics of a Good Co-op Resume

- Start with a blank document in Word or Google Docs
 - No tables or templates
- Use Times New Roman font, size 11 pt.
- Keep it clean and consistent
 - Use CAPITALS, **bold**, *italics*, underline, and ■ bullets
- Your most related experiences should be listed first
- Get ready to tweak, prioritize, and reorder
 - Each job will require a unique and specific application
- You can't put everything down
 - Max 2 pages. References are on a separate, third page



Parts of a Resume

- Introduction
- Education
- Related Experience
- Related Skills
- Other Experience
- Awards & Other Certifications
- Interests & Accomplishments

Let's break them down and see examples



Introduction

First Name Last Name

Street Address

City, Province, Postal Code

Phone number

U of L Email



Put the city, province, and postal code on the same line
Every line on the first page is prime real estate

Use your uLeth email address
It's credible, professional, and reinforces your connection to the University

Example for the Introduction

Jane Doe
123 Pronghorn Way
Lethbridge, AB T1K 3M4
403-329-5555
jane.doe@uleth.ca



Education

EDUCATION

MMMYYYY-MMMYYYY

Institution, City, Province

Degree and Major, **Related minors/concentrations**

Co-operative Education Program

- **GPA**

- **Related courses include:**

Related Certifications: Certification number one, certification number two, certification number three

What if you've attended multiple institutions? Should we include high school?



Abbreviating the months will give you as much space as possible for the important content. Not putting a space on either side of the dash will ensure your dates always fit the allotted space. This works perfectly with Times New Roman font at 11 pt

Minors and concentrations are not required but are recommended if they are directly related to the position. If they are not directly related don't put them on as they are likely to distract the reader from what is important and related

Always list that you are part of the Co-operative Education program. Some positions require you be a Co-op student.

Use strong bullets, something that pops and draws attention

Include your GPA if it is over a 3.00 and always put that it is out of 4.00. Some school use a different scale than 4 (i.e. 9.00 or 11 point)

List and prioritize 3-6 courses that are directly related to the position you're

applying for. Only use course titles, not numbers. Numbers are rarely understood outside of the University.

When there are certifications required for the position, list them under Education. It puts them front and centre, easy for the reader to find.

Example for Education

EDUCATION

Sept 2016-Present **University of Lethbridge**, Lethbridge, AB

B.A. English; Minor: Marketing

Co-operative Education Program

- GPA: 3.05/4.00
- Related courses include: Strategic Writing, Literary Theory, Marketing for Not-for-Profits

Related Certifications: Police Information Check with a Vulnerable Sector Verification and a Child Youth Intervention Module (current)



Related Experience

- Experiences directly related to the position you're applying for
- Write these in past or present tense

RELATED EXPERIENCE

MMYYYY-MMYYYY

Company Name, City, Province

Job Title, **Position information**

- The first one or two bullet points should summarize what the role/work entailed
- The following bullet points should connect this experience to the position you're applying for

Before an example, let's talk about writing effective bullet points



Related experiences are directly related to the position you are applying for.

Experience is experience. It doesn't matter if you were paid for it or how long you did it.

The structure of each related experience should be nearly identical in layout and spacing to your Education section. Maintaining consistency throughout your documents is key to the reader's eye and quickly drawing their attention to the information they are looking for and that you want them to see

If an experience was volunteer work, a Co-op Work Term, or an internship, it should be noted. Include that after the job title

Don't worry if you don't have any experience. That's why you're here! Do you have any of these experiences? They can often be related: Course projects, papers, labs, tutorials, or major assignments; Volunteering; Worked for a professor in some capacity?

Read the notes in the highlighted bullet points

You should always have at least 3 bullet points for each experience

Now, before we show an example, let's talk about writing effective bullet points

Writing Good Bullet Points

- No full sentences or long phrasing – be concise and direct
- Two important considerations:
 - Duties/Tasks vs. Actions/Skills
 - Background vs. Context
- Include context, specifics, and quantitative details where at all possible
 - Demonstrate you have the skills they are looking for
- Use action words – pull out the Action Word Sheet



No full sentences. Bullet points don't need introductory, filler, and closing word. **Less is more, or too many words is too much work for the reader**

Include context, specifics, and quantitative details where at all possible. **They are important so you come across as legitimate. Use them to demonstrate the challenge, complexity, and richness of the experience/work/project.** Focus on your bullet points demonstrating to the reader that you have what they are looking for

Duties/Tasks vs. Actions/Skills. They don't want to know what the experience was or why you were doing it. Tell us what you had to do and use to accomplish this task. Stay focused on the skills you learned/used and the actions you took

Background vs. context. They don't need to know everything about your project. Focus more on providing necessary context and a few key details so the experience comes across as legitimate, as opposed to explaining the background on the project.

Example for Related Experience

RELATED EXPERIENCE

Sept 2016-Present **Chinook Regional Hospital**, Lethbridge, AB

Volunteer Program Coordinator

- Encouraged relationship-building between patients and health care professionals
- Creative program development to enhance the healthcare experience
- Demonstrated excellent communication and interpersonal skills



You can write these in past or present-tense

Related Skills

RELATED SKILLS

Sub-theme 1

- Bullet point 1
- Bullet point 2
- Bullet point 3...

Sub-theme 2

- Bullet point 1
- Bullet point 2
- Bullet point 3...

- Write these in present tense
- In the skills section, you want to demonstrate:
 - Skills that do not fit into one particular experience
 - A consolidation of skills across multiple experiences
- Prioritize, reorder, and align with the posting!



Provide a focused and comprehensive overview of the skills you possess that are related to the position. Typically, you will be demonstrating: skills that don't fit into one particular experience, or a consolidation of similar skills across your multiple experiences

Start by identifying 3-4 skill themes that are related to the position. What three Skills Themes did we identify when we decoded the job? Do you want to make any tweaks to them before we add them to the resume?

If you have too many ideas, try to combine similar skill themes to help narrow it down. For example: Teamwork and communication, Leadership and Initiative, Organization and Prioritization, Lab and Research Skills

It is essential to prioritize and reorder both the skills themes and the individual bullet points under each theme based on what their main focus was in the posting

Let's talk about Technical Skills. You should always have at least one section that focuses on the related technical skills:

Lab Skills Example
Field Skills Example
Research/arts student example

Example for Related Skills

RELATED SKILLS

Communication and Marketing

- Effective public speaking skills, confident presenting to groups ranging from 5-50
- Strong writing and editing skills
- Effective marketing and social media strategist, especially on Instagram and Snap Chat



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Lab Skills Example
Field Skills Example
Research/arts student example

Technical Skills Section

- Specific, specialized skills that are at the core of the position
- Every major has technical skills and every job is looking for technical skills
- Let's look at some examples:
 - Lab Skills
 - Field Skills
 - Comp Sci Skills
 - Research/Arts-based Skills



Technical Skills are specific, specialized skills and are very important, especially as you gain more experience. Every major has technical skills and every job is looking for technical skills.

You should always have at least one section that focuses on the related technical skills.

Let's look at some examples:

Lab Skills Example

Field Skills Example

Research/arts student example

Technical Skills – Field Skills

Field Skills

- Ecological transects & field sampling
- Species Identification (morphology & molecular)
- Insect trap maintenance & collection
- Basic mapping & GPS skills
- Able to stand/walk for long periods of time (Hiking etc.)
- Physically capable of lifting heavy items as well as bending, kneeling, squatting, etc.



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Let's look at some examples:

Lab Skills Example

Field Skills Example

Research/arts student example

Technical Skills - Laboratory

Laboratory Skills:

- PCR and Gel Electrophoresis
- qPCR
- DNA extractions
- Pipetting
- Plate streaking
- Spectrophotometry
- Serial dilutions
- Sensititre (antimicrobial resistance)



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Let's look at some examples:

Lab Skills Example

Field Skills Example

Research/arts student example

Technical Skills – Comp Sci

Computer Science Skills

Programming

- C++, Python
- HTML, CSS, Javascript, jQuery
- Vue.js & Vuex

Software

- Linux, macOS, Windows
- Git, Github, Mercurial, BitBucket
- Slack, IRC, Jira, BugZilla
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Adobe Creative Cloud Suite (Photoshop, Illustrator, Premiere Pro, Dreamweaver)



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Let's look at some examples:

Lab Skills Example

Field Skills Example

Research/arts student example

Technical Skills – Arts-Based

Research Skills:

- Strong research skills using a variety of resources including internet, databases, archives, and scholarly journals
- Completed major research papers including collection of data, statistical analysis, qualitative and quantitative data evaluation and interpretation of results

Summarization and Analyzation Skills:

- Summarized and analyzed various government and company documents
- Have conducted many projects that involved analyzation and summarization in various fields of research academically



Which Comes First - Skills or Experience?

You choose which goes first - Related Experience or Related Skills

Experience goes first except when:

- You are in Computer Science or New Media
 - Industry standard is to note related skills first
- You don't yet have enough related experience



Other Experience

- Experiences that are not directly related, but that demonstrate valuable transferable skills.
 - Don't forget about duties/tasks vs. skills/actions
- Don't list every job you have ever had. Instead include:
 - Jobs with related transferable skills
 - Any experience with a great a reference
- Minimum of 3 bullet points for each one



Example of Other Experience

OTHER EXPERIENCE

Sept 2013-Aug 2016 **Taco Time**, Taber, AB

Customer Service and Food Preparation

- Worked effectively in a team of 2-5, in a high pressure environment with competing priorities
- Able to take direction and leadership well from supervisors at multiple levels (shift supervisor, store owner)
- Excited to learn, take on new opportunities, and to continue to build my skill set.
- Demonstrated initiative by seeking out opportunity to train new staff
- Promoted to shift manager in 2016
- Training and mentoring new employees, establishing a positive work culture



Awards & Other Certifications

- These include awards, scholarships, accolades, and non-related certifications
- This section is a nice-to-have, not a need-to-have

CERTIFICATIONS

- Jason Lang Scholarship (2017 & 2018)
- First Aid & CPR Level C
- Class 5 Driver's License (non-GDL)



If you need to cut your resume down so it fits on two pages, consider cutting from here

Interests & Accomplishments

- Interests, hobbies, passions, etc.
- Demonstrate genuine interests – hiring managers want to know if you will fit in well with the team

INTERESTS & ACCOMPLISHMENTS

- Enjoy hiking and biking
- Currently a certified swim instructor for the Lifesaving Society
- Avid reader, including over 10 books this summer



Prove that you are a real person who does real things and has genuine interests

Do any of your interests or accomplishments align with the posting? Such as:

Enjoying being outside for a field job

Liking to read and learn for a research job

Building your own little scripts and programs for a software job

Let's Look at a Complete Resume

- What do you see?
- What do you like that you might want to incorporate in your resume?
- Do you have any concerns or questions?

