The : Le
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TIPS FOR
WRITING A RESUME

Submitting a resume for a job in mental health or substance use health?
Here are some insider tips from The Royal's human resources team.

A great resume will help you stand out. It's helpful to think of it as **a sales pitch that will help you sell yourself** as the perfect candidate for the desired position.

Echo the job ad and target your resume to the job position. Emphasize different aspects of your skills, education, and work experience based on employment listing.

Keep your resume concise by including only recent/relevant work experience, education, skills and accomplishments. As a general rule, a resume should be no more than two pages long.

A resume must be easy to read. Use headers and bullet points to highlight important information. Use a standard font such as Arial or Helvetica (size 10-12). Leave proper margins and white space. Avoid graphics, custom fonts, and photos that could be rejected by applicant tracking systems.

Links to **social media profiles** (i.e. LinkedIn or Twitter profile) could be included if they are relevant to the job description.

The "**objective**" section is one of the most important parts of a resume. It's a way to capture the attention of the hiring manager at a glance. Reference the job for which you are applying and link your skills and aspirations to the position. What will you bring to this role? To the organization?

Education and work history should be listed in reverse chronological order beginning with your current and most recent experience listed first. Pro tip: Focus on what you achieved, not what you did.

Demonstrating your relevant skills in your **employment history** will help a hiring manager assess your ability to fulfill the job's duties and provide an opportunity to highlight special interests or specializations, provided you have the proper licensing and certification. Include relevant volunteer work if applicable. (Also worth noting, hiring managers prefer resumes with **employment dates** listed in this format: MM-YYYY.)

If you are not a recent graduate, include your educational history after your work experience and focus on the educational accomplishments and awards most relevant to the position. Don't forget to include continuing education, professional development coursework, or online courses in this section.

If you're a new graduate, **consider including relevant clinical rotations in the education section** to help build out your resume.

Back up your accomplishments with real examples, facts, and figures. By attaching numbers to your accomplishments, you paint a clear picture of your skills, achievements, and value to the organization. For example: "Provided individual and group workshops to over 45 clients and caregivers every month in the Geriatric Psychiatry Program" or "Redesigned client feedback system which resulted in 35% more submissions."

Before submitting, check and double check spelling, grammar, and punctuation using digital publishing tools. Ask someone else to proofread your resume with fresh eyes. Name your file "Firstname-Lastname-Resume" before submitting.