

OVERALL STRATEGIES

TARGETED CONTENT

CLEAR FORMATTING

COMPELLING DESCRIPTIONS

PREPARATION AND PROVING FIT	
Skills	Experiences that demonstrate this skill

SUMMARY, PROFILE OR OBJECTIVE



EDUCATION		
Relevant Courses	Projects	
Areas of concentration and/or electives	Papers/Presentations	
Research/lab experience	Thesis	
GPA	Awards	
Fieldwork	More?	

EXPERIENCE

<i>Review your own</i> experience descriptions, with the help of these questions.	OR	<i>Write your own</i> ACCOMPLISHMENT STATEMENT
low many? How much?		
Why did I/we do this?		
What was the result of doing this?		
What happened after it was done?		
Why was this important?		

IF YOU WANT TO KNOW MORE...



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SHARON GRAHAM	

Workshops:	Cover Letter; LinkedIn [1] Creating your Profile; Networking, Interviews
Appointments:	Resume Review appointment (resume or cover letter)
Resume Clinics:	Check careers.queensu.ca for dates and times
Drop-In Career Advising:	Mon-Thur 1:30 PM—3:30 PM (for quick career questions)
Resource:	Queen's Best Resume Magazine

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