

RAMP UP YOUR RESUME

OVERALL STRATEGIES

TARGETED CONTENT

CLEAR FORMATTING

COMPELLING DESCRIPTIONS

PREPARATION AND PROVING FIT

Skills	Experiences that demonstrate this skill

SUMMARY, PROFILE OR OBJECTIVE

RAMP UP YOUR RESUME

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

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

IF YOU WANT TO KNOW MORE...

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