

## Writing a Resume

Posted in: Vocational

A resume is a quick, easy to read summary of your educational background, work and volunteer experience, and skills. It is an advertisement designed to present and sell your skills and abilities to an employer. The first contact an employer may have with you is through your resume.

Your resume allows the employer to see at a glance how you can contribute to their workplace (Job Search Handbook, Gov't of Sask)

Please click on the following link for an in depth look at resumes and different sample resumes.

<http://sasknetwork.ca/html/JobSeekers/lookingforwork/resumesandcoverletters.htm#chronological>