

## DEVELOPING A TRADE FOCUSED RESUME

Some job seekers underestimate the power of a resume. You can slap together a resume and list everything that you have done since you left public school but will that get you an interview? When developing a resume think of it as the one thing between you and getting an interview. To say the least, it's worth the time and effort of making the right impression to a perspective employer.

Trade focused resumes are different from other types of resumes. In most cases if you are looking for an apprenticeship, you may not have any experience or training in the trade. To compensate for the lack of experience and training it is important that you focus your resume on your employability skills in order to capture the attention of the employer.

What is an employability skill?

An employability skill is the ability or personality trait that could be transferred from one job to another or developed through a life situation. You may use these skills on a daily basis to get along with others or to adjust to a particular situation. They are skills that make you unique. For example, honesty and enthusiasm are traits that employers look for in a good worker, as evidence of how he or she will "fit" into the organization. Writing clearly and the ability to organize things are two other examples of employability skills that you can employ in almost any work situation. While many job seekers do not emphasize these skills in resumes, employers look for them.

We surveyed ten Durham Region employers to find out what their preferences were and what they look for in a resume. This is what we learned.

### **Ten out of ten employers prefer chronological and/or combination resumes.**

A **chronological** resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them.

A **combination** resume lists your skills first followed by your employment history. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

## **Six out of ten employers indicated that two pages were acceptable.**

Three of the ten employers even indicated that length wasn't a concern as long as the information was relevant to the position and only one said they only wanted a one page resume.

## **What to include in a trade focused resume?**

Regardless of the type of resume that you develop:

- Include a clear objective for the position that you are applying for. An employer will not take the time to figure out what position you are applying for.
- Show relevant experience and formal training. If you don't have any relevant work experience or training include the employability skills that you can bring to the trade including courses taken at school or perhaps a special interest course.
- Include month and year for work experience.
- Distinguish your skills from your duties. Skills are abilities or competencies while duties are how you use them.
- Describe your duties in a clear, concise and bulleted format. This would also include using the appropriate verb to state how well you performed your duty. (Refer to the Verb List that follows)
- Use an easy font to read, basic font in an appropriate size, ideally 12 point but no less than 11 point.
- Make sure you leave enough white space so notes can be made on your resume.
- Include your name, phone number and page number on subsequent pages.
- Double check your spelling and grammar.

If you are preparing a combination resume under Summary of Skills/Qualifications include:

- If you have a Driver's Licence and the level, especially if the trade requires a driver's licence with a clean driver's abstract.
- Certifications and whether or not they are current.
- Employability skills such as how you work with other people i.e. team player and an indication of work ethic – i.e. flexibility, able to travel, reliability, ability to work irregular hours.
- Include eligibility information both academic and technical i.e. Grade 12 with Grade 12 math, trade certifications – quote trade code number.
- Include what tools, if any, that you own as this may be requirement of the position.
- Formal training that you have taken that relates to the trade.
- Years of experience in the trade.

## Verb List Based on Bloom's Taxonomy of Cognitive Levels

On a scale of 1 – 6, Level 1 or Remembering would be the lowest level indicating your skill level where as Level 6 or Creating would indicate the highest level.

1 Remembering	2 Understanding	3 Applying
define duplicate identify list name memorize recall recognize repeat reproduce show state	classify compare demonstrate describe discuss explain interpret locate paraphrase recognize report restate select summarize translate visualize	apply calculate choose classify employ explain illustrate interpret manipulate modify operate schedule solve relate use write
4 Analyzing	5 Evaluating	6 Creating
analyze appraise choose compare contrast criticize deduce distinguish examine experiment organize question test	construct create design devise discuss evaluate plan report select support value write	assemble criticize defend develop estimate formulate judge justify

Courtesy of: <http://edtech.clas.pdx.edu/presentations/frr99/blooms.h>  
[http://www.odu.edu/educ/roverbau/Bloom/blooms\\_taxonomy.htm](http://www.odu.edu/educ/roverbau/Bloom/blooms_taxonomy.htm)

## **YOUR NAME**

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Any Street

Any Town, Province Postal Code

Phone Number  
E-mail address

### **OBJECTIVE**

*Provide a clear and concise objective*

i.e. To obtain a position as a (include trade name and level i.e. journeyperson/apprentice)

### **HIGHLIGHTS OF SKILLS/QUALIFICATIONS**

*Include 5 – 7 of your strongest skills/qualifications that relate to the trade such as:*

- If a journeyperson include Province of Ontario Trade Code
- If you own your own tools – in some cases a requirement of the job
- Valid driver's licence, in some cases this is mandatory
- Health and Safety certifications
- Flexible and able to work a variety of shifts or able to travel

### **WORK EXPERIENCE**

*Put relevant experience first in chronological order followed by another heading called OTHER WORK EXPERIENCE in chronological order*

Title/Position

month/year

Name of Company, Location

*Include 5 – 7 of the duties that you performed followed by any achievements/accomplishments that you were recognized for.*

### **PROFESSIONAL DEVELOPMENT/EDUCATION**

*Include in chronological order, name of the course/program/certificate, where you took it and when.*

### **COMMUNITY INVOLVEMENT/VOLUNTEER EXPERIENCE**

*Employers are interested in knowing if you are a team player and this is where you could include if you've been part of a team/organization.*

*References Available Upon Request*

Sample of Chronological Resume

**YOUR NAME**

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Any Street

Any Town, Province Postal Code

Phone Number  
E-mail address

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i.e. To obtain a position as a (include trade name and level i.e. journeyperson/apprentice)

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