

## **CANADEM RESUME GUIDELINES**

When you submit a résumé to CANADEM, it's important to remember that it's going to get transferred into a database. This means that you might have to adjust parts of your résumé to conform to the formatting parameters of our database. Our database cannot support the following features, so if your résumé contains them, please re-format accordingly:

- Tables, both visible and hidden
- Headers and footers
- Text aligned at the right margin
- Text boxes
- Tabbed indents
- Borders
- Photographs or graphic images

As long as your résumé doesn't contain any of the foregoing, it should be fine. In fact, we encourage the use of common text editing features to make your résumé more readable and visually appealing, so please feel free to customize your résumé with any of the following:

- Font style and size
- Bold, underline, or italic
- Centering
- Bulleted or numbered lists

Here are some additional tips to make your résumé stand out in our database:

- Make sure to include a telephone number and e-mail address
- List all post secondary education
- List your work history from most recent to least recent
- Use point form to describe each of your previous positions
- For every post, make sure to include a position title, the location, the organization, and the duration.
- Try to integrate, as much as possible, the main keywords associated with your profession as this makes it that your name will come up in a search
- Make sure to provide dates for all academic credentials
- Avoid skills-based résumés, i.e. those résumés that categorize your work history in terms of skills instead of chronological order. It's important that your résumé allows recruiters to derive a quick chronological snapshot of your work history, something that cannot be done with skills-based résumés.
- If possible, keep the length to a maximum of 4 pages.
- If you wish to list your publications, please limit it to the five most relevant or salient items
- Always provide a personal e-mail address instead of a work address; the former tend to be more permanent and reliable while the latter expires as soon as you switch positions.
- Don't use square brackets (i.e. [ ]) or asterisks; our database regards these as special characters and their inclusion can render your résumé "unsearchable."
- Always send your résumé as a Word document in rich text format (rtf). Don't send it in Word Perfect or PDF format.

Pages 2 and 3 show a résumé that's quite appealing at first glance. It contains most of the relevant information, the work history section is adequately detailed, and it's very readable. However, it contains a number of formatting features that can't be transferred into our database. Pages 4 and 5 show the résumé again but with substantial commentary that explains exactly what's wrong with it. Pages 6 and 7 show a much improved revised version.

# Steve Jones

## SUMMARY OF QUALIFICATIONS

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| <ul style="list-style-type: none"><li>• Strong Human Rights Knowledge</li><li>• UN Experience in Africa</li><li>• Fluent in English, German, and Russian</li><li>• Solid Knowledge Of Development Issues</li></ul> | <ul style="list-style-type: none"><li>• Excellent Interpersonal Skills</li><li>• Project Evaluation Experience</li><li>• Good Negotiator</li><li>• Familiar with All Microsoft Office Applications</li></ul> |
|--|--|

## WORK HISTORY

**Library Assistant**, McKinley Library, London, ON, 1989-93

This was a job that I took when I was studying at University in London. I was responsible for putting books away, helping patrons find what they were looking for, and work at the checkout desk. I also took inventory from time to time and participated in the receipt and unpacking of new books.

**Intern**, Canadian International Development Agency, Youth Internship Program, Bolivia  
1995-1996

- Help develop governance indicators
- Drafted weekly reports and edited policy papers
- Liaised with local community groups

**Project Officer**, United Nations Development Program, Johannesburg, South Africa  
1996-97

- Researched and drafted sections of a parliamentary procedures guidebook
- Wrote project proposals
- Organized conference on parliamentary development

**Junior Human Rights Officer**, UN Department of Peacekeeping Operations, Liberia  
2000-2003

- Review human rights issues, including gender considerations, and participate in discussions with other Human Rights Officers
- assist in the analysis of information, to include the impact on the countries and thematic mandates on the human rights situation

78-1254 Jacobson Avenue, Sioux Lookout, ON, H7T 3F7, 307-736-9283 (cell), sjones@sympatico.ca

- establish partnerships with local NGOs

## EDUCATION

**Master of Laws**, St. Andrews University, Scotland, UK

-Focus on rights of children and women

-Thesis: Evolving Human Rights Norms in Rwanda

**Bachelor of Sociology**, University of Western Ontario, London, ON

**Legal Secretary Diploma**, Algonquin College, Ottawa, ON

## REFERENCES

Bob Leary Professor of International Affairs St. Andrews University Bob.leary@uandrews.uk +44 73 736 3839	Mary Davidson Country Director Canadian Refugee Council Liberia Mary.Davidson@CRC.ca +367 23 3423 2342	John Tomlinson Director of Human Rights UN DPKO in Liberia tomlinson@un.org +367 28 2837 2838
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placed his information in a format that makes it difficult to transfer into a database.

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Borders of any text boxes with their content cannot be transferred into a database.

## SUMMARY OF QUALIFICATIONS

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Text boxes cannot be transferred into a database.

## WORK HISTORY

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Always use bullet points when describing experience as it is easier to read. We have to read hundreds of resumes every day!

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These margins are aligned and do not get scrambled when transferred into a database. The Center for Human Rights permits aligning text to the right margin.

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ent in our

Steve did not provide any dates re  
completion of his studies. This is  
important information and should  
included.

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