

Resume Solution: Your Essential Guide to Creating a Standout US and Canadian Resume Template

The Ultimate Guide on How to Write a Resume in 2020

Here's probably the most important among the resume tips 2020 you'll read — keep your resume updated every three to six months. It can be especially important to revisit your resume now more than ever, because jobs have been volatile during the Covid-19 pandemic. Should your current situation compel you to forge a new career path this 2020, here are a few other best resume writing tips 2020 to ensure your resume stands out in the eyes of recruiters this year.

- Keep it simple and clean**
The basic principle behind writing a resume is to make it easy to read.
- Showcase your achievements**
When you list your accomplishments for resume writing 2020, express them in tangible, measurable results.
- Be honest**
Don't invent or overstate achievements just to impress, because recruiters may find contradictory information when they research you.
- Include info on volunteering**
If you can identify transferable skills from your humanitarian efforts that relate to the job position, that would be ideal.
- Avoid providing discriminatory information**
Even if you're applying from another country, forgo including any personal information (yes, even your photo) that can lead to discrimination, unless of course, the company explicitly states them as a requirement. And make sure to provide only what they ask for—no more, no less.
- Reverse chronological format**
Recruiters highly prefer the reverse chronological format when reading resumes, so of all the resume styles 2020 to follow, that is the one you should strictly observe.
- Trim down the fat**
Your resume is not meant to be a laundry list of all your accomplishments. To truly catch a recruiter's eye, only list job experiences that relate to the position you are applying for.

Resumeble.com

to Resume Writing in the US and Canada

In today's competitive job market, a well-crafted resume is essential for making a strong first impression on potential employers. Whether you're applying for positions in the United States or Canada, it's crucial to tailor your resume to meet the specific expectations and standards of each country.



Functional Resume Template: Resume Solution, What you Need to Creat your US and Canadian Resume (Template, Resume, Functional, Jobs, Opoortunities

Book 1) by Borja Loma Barrie

★★★★★ 5 out of 5

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Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 4 pages
Lending : Enabled



This comprehensive guide will provide you with all the necessary information and tools to create a resume that will help you stand out from the competition. We'll cover everything from resume structure and content to formatting and submission tips.

Essential Elements of a US and Canadian Resume

While there are some key differences between US and Canadian resumes, both countries generally follow a similar structure. Here are the essential elements you need to include:

1. **Contact Information:** Your name, address, phone number, and email address should be prominently displayed at the top of your resume.
2. **Summary Statement:** A brief, attention-grabbing statement that highlights your skills, experience, and career aspirations.
3. **Experience:** List your relevant work experience in reverse chronological order, including your job title, company name, dates of employment, and a description of your responsibilities and accomplishments.
4. **Education:** Include your highest level of education, degree, school name, and dates of attendance.
5. **Skills:** List your technical, soft, and language skills relevant to the positions you're applying for.
6. **Certification and Awards:** Note any professional certifications or awards you have received.

Specific Considerations for US Resumes

US resumes are typically one page in length and use a more active and direct writing style. The focus is on highlighting your accomplishments and quantifying your results with specific metrics. Use action verbs and avoid passive language.

Format and Structure

* Use a serif font, such as Times New Roman or Georgia, in size 10-12 points. * Margins should be 1 inch on all sides. * Use a professional template and avoid unnecessary graphics or images.

Content Guidelines

* Include a LinkedIn profile link. * Tailor your resume to each job you apply for, using relevant keywords from the job description. * Use strong action verbs and quantify your accomplishments with numbers whenever possible. * Avoid personal information, such as age, gender, or marital status.

Specific Considerations for Canadian Resumes

Canadian resumes are typically two pages in length and use a more formal and reserved writing style. They emphasize education and training and include a professional summary instead of a summary statement.

Format and Structure

* Use a sans-serif font, such as Arial or Helvetica, in size 10-12 points. * Margins should be 1.25 inches on all sides. * Include a headshot in the top left corner of your resume.

Content Guidelines

* Include a French translation of your resume if you're applying to positions in bilingual areas. * Use chronological order for your work experience, with your most recent experience listed first. * Include your expected salary range at the bottom of your resume.

Additional Tips for Creating a Strong Resume

* Proofread your resume carefully for any errors in grammar, spelling, or punctuation. * Get feedback from a professional resume writer or career counselor to ensure your resume is effective. * Tailor your resume to each job you apply for, highlighting relevant skills and experience. * Use a

keyword optimization tool to ensure your resume includes keywords that will help you get noticed by potential employers. * Consider using a resume builder to create a professional-looking resume quickly and easily.

Creating a standout resume is essential for job seekers in the US and Canada. By following the guidelines and tips provided in this guide, you can craft a professional and tailored resume that will help you make a strong impression on potential employers. Remember, your resume is your marketing document; it's your chance to showcase your skills, experience, and career aspirations. So take the time to create a resume that will make you stand out from the competition.



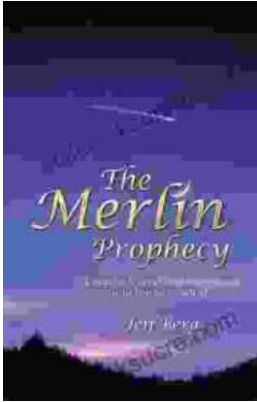
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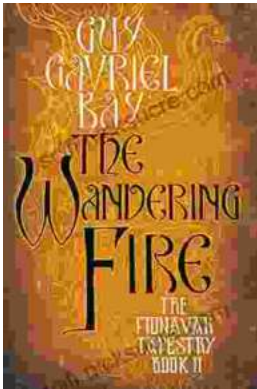
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