Create a Resume

In your account with Service Canada there is a good tool that can help you build your resume. <https://www.jobsetc.gc.ca/>

**Step 1:** You should already have a user name and password set up by now but if not you will have to do so to get into the online program. Once in go to:

> [Résumé Builder](https://www.jobsetc.gc.ca/toolbox/resume_builder/resume_builder.sjsp?lang=e)> Your Résumé

**Step 2: Fill in your information and it will save it and format it into a decent looking resume.**

* **Click the button Resume Name and put your name into it**
* **Click Select Layout button and choose a format**
* **Click contact info begin building your resume. You do not have to fill all of the boxes just ones that relate to you. Below are some of the headings you can use on your resume.**

**Possible Content for Resume:**

* [Contact Information](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/contact_info.sjsp?parentUserDatumId=275432303&lang=e)
* [Career Objective](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/career_objective.sjsp?parentUserDatumId=275432303&lang=e)
* [Education](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/education.sjsp?parentUserDatumId=275432303&lang=e)
* [Work Experience](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/work_experience.sjsp?parentUserDatumId=275432303&lang=e)
* [Professional Qualifications](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/professional_quals.sjsp?parentUserDatumId=275432303&lang=e)
* [Skills](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/skills.sjsp?parentUserDatumId=275432303&lang=e)
* [Awards / Achievements](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/awards.sjsp?parentUserDatumId=275432303&lang=e)
* [Affiliations](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/affiliations.sjsp?parentUserDatumId=275432303&lang=e)
* [Volunteer Work](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/volunteer_work.sjsp?parentUserDatumId=275432303&lang=e)
* [Interests](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/interests.sjsp?parentUserDatumId=275432303&lang=e)
* [References](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/references.sjsp?parentUserDatumId=275432303&lang=e)
* [Organize](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/organize.sjsp?parentUserDatumId=275432303&lang=e)
* [Finishing Up](https://www.jobsetc.gc.ca/toolbox/resume_builder/normal/finishing_up.sjsp?parentUserDatumId=275432303&lang=e)

**Step 3: When you are finish have at least 3 people look at it and edit it for grammar/spelling, clarity and content.**

**Step 4: Go back and edit it. Save it and use can place it on your web site.**

**Step 5: Step back and admire all your strengths, skills, abilities and experience**