

STEPS TO BUILDING YOUR RÉSUMÉ OR CV

Before you write your résumé or CV, follow these steps. They'll help you make the right impression.

1) Understand how your experience relates to your goal

A job description or posting may give you the specific qualifications. If you don't have a job posting/description, you can find information about qualifications for different kinds of work through labour market information resources. You can also look up job postings to find required qualifications for similar positions and descriptions. Then think about how your competencies relate to the requirements of the role by using the [DECONSTRUCT A JOB POSTING WORKSHEET](#).

2) Choose your format

Check out the résumé and CV section of the tool kit to choose the type of document that is most appropriate.

3) Identify your references and prepare your reference list

Identify three to four references and decide either to include them at the end of your document or prepare a separate document. Contact your references to confirm that you have permission to use their names, and that you have their most recent contact information.

4) Make style decisions

Decide on the general layout and appearance, including the sections, order, fonts, etc. Check out samples in the tool kit as you make your decision.

5) Write your first draft

Need help picking unique verbs to make your statements stand out? Use the [ACTION VERB LIST](#) resource. Once you've prepared your first draft, review it carefully.

6) Get feedback

Ask two to three people to look at your document and give you feedback. If possible, these people should know you well and/or be knowledgeable about the field you are targeting. You can always stop by your Co-op and Career office for help.

- + [Business students](#): Business and Economics Building, room 112 (bco@uvic.ca, 250-721-6087)
- + [Engineering and computer science students](#): Engineering and Computer Science Building, room 210 (ecareers@uvic.ca, 250-472-5825)
- + [All other UVic students](#): Campus Services Building, room 110 (careers@uvic.ca, 250-721-8421)

7) Write your final draft

Make any changes you feel you need to make based on your own proofreading and the feedback from others.