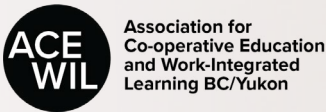




Talent **MATCH**

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Resume Basics for MATCH Students

Having a clear, up-to-date resume is one of the first steps for students looking to land a work placement in the MATCH (Museums, Arts, Tourism, Culture and Hospitality) sectors. The following is a guide for putting together your resume, including tips about industry-specific norms and standards across the different MATCH disciplines.

The Goal: What is a resume?

- A summary of your abilities, accomplishments, and attributes
- An outline of your education, experience, and skills
- A demonstration of your qualifications and suitability for the type of position and employment you are seeking
- Your opportunity to stand out from other applicants

Resume Basics: What do I include?

1

Name and Contact Information

Your name and contact information should be included in the header at the top of your resume. This should match the information included at the top of your cover letter. Consider linking to your portfolio in this section.

2

Summary

Introduce yourself! Here is your opportunity to offer a few sentences about how you meet the requirements of the position and what makes you an ideal candidate. You might briefly touch on past experiences and future goals that help provide insight into the type of employee you are. Demonstrate to the reader that you understand their needs, and have the ability to meet them.

3

Experience

Highlight previous professional work experience, outlining the job description and the duration you worked in the role. Be specific about specific accomplishments and focus on what that you achieved while you were employed in the position, rather than just listing your duties.

4

Education

Include the name of the institution you attend, the duration in the program, and the type of credential you are working towards. Academic accomplishments might also be included in this section (eg. graduation with honours, etc.).

5

Skills

Highlight the hard (eg. specific computer programs) and soft (eg. effective communication) skills you possess. Pay particular attention to those which are specifically related to the position you are applying for. Consider including transferable skills such as leadership, organization, and creative problem solving that might be useful to the role. Relevant courses you have completed during your studies, as well as certifications and licenses you received can be included in this section. Check out the [Talent MATCH Free and Low-Cost Training Resource](#) if you're looking for ways to beef up this section.

6

Volunteer

This is an optimal section to include on your resume if you have experiences that are relevant to the job you are applying for. For example, maybe you have been involved in a group on campus like the student paper. Or perhaps you have helped sew costumes for your local community theatre. Including volunteer experience can demonstrate your passion and commitment for your field of interest, and provide insight into your other skills and accomplishments.

Tips:

***A note about references:** Do not list your references directly on your resume. Make a note that your references are available upon request, and have the information available should those details be required.

***Resume Pro Tip:** When creating your resume, use the job description to help determine what to include and what to leave out. Tailor your resume according to the position you are applying for.

Designing a Resume: What should it look like?

There are many formatting and layout possibilities to consider when putting together your MATCH resume. Here are a few guidelines to keep in mind during the design process:

- Make sure your resume is legible and attractive at first glance.
- Consider your audience and what they are looking for when formatting your content and layout. For example, some creative fields might expect more highly “designed” resumes.
- Create a hierarchy and structure for your layout and stick to it! Use the job description to help guide you in making it easy for your reader to spot relevant skills and experiences. For example, if you are applying for a skills-based position your skills section might appear at the top of your resume.
- Choose a style and format for listing employers, titles, dates, and locations and be consistent throughout the document!
- Use font size, capitals, bold, italics, and bullets to categorize—but don’t overdo it.
- Use colour sparingly on your resume, if at all.
- Save a copy of your resume as a PDF file to capture fonts and retain formatting. When submitting a resume electronically, always use the PDF version.
- Make a black and white photocopy to ensure that it is readable (your resume will likely be viewed as a photocopy by an employer).

***Pro tip:** Check out [Canva](https://www.canva.com) for free resume templates.



Resumes for MATCH: What is specific to my field?

Depending on the type of job you're applying for, there are different standards and considerations across the MATCH sectors to keep in mind when constructing your resume. Below are a collection of tips from industry professionals in each of the MATCH disciplines, including input from our partners: [BC Alliance for Arts + Culture](#), [go2HR](#), and [BC Museums Association](#).

Museums

A museum-oriented resume for students should look to highlight:

- Accomplishments and experience in research and creative pursuits that are meaningful to the position
- Relevant areas of academic specialization or interest
- Management and leadership skills as demonstrated through professional and student projects, exhibitions, or participation in programs

[The College Art Association \(CAA\)](#) is a great resource for additional resume tips for up-and-coming museum professionals.

Arts and Culture

Resume practices across the arts and culture sector can be varied, depending on the type of position a student is looking for. [Emily Carr University of Art + Design](#) offers a useful distinction between a Professional Resume and an Artist Resume.

Professional Resume

- Used for employment in arts and culture organizations that is not necessarily artistic in nature (eg. administrative, marketing, finance, etc.)
- Designed to highlight your skills and previous work experience

Artist Resume

- Used for employment as an artist in a specific discipline
- Designed to highlight your artistic skills and experience (eg. exhibitions, concerts, performances, showcases)
- Chronicles your artistic experience
- Different artistic disciplines follow different formats and require different information



Tourism and Hospitality

Resumes in the tourism and hospitality sector often use the following guidelines:

- Keep your resume to two pages or fewer
- Chronological work history is the most common format used in the industry
 - ◇ Be sure to include dates worked at each organization and highlight your primary responsibilities that relate to the position for which you're applying
- If you're applying for your first job, include past volunteer experience
 - ◇ Similarly, if you've worked as a babysitter, been a referee for a sports team, or mowed the neighbourhood lawns, include this information. These demonstrate many skills and experiences that are transferable to the tourism and hospitality industry.
- Highlight any additional certifications such as SuperHost, FOODSAFE, YMCA Camp Counsellor training, WHMIS, First Aid, etc.

Check out this [go2HR](#) resource for more resume tips.



Sources Of Resume Examples:

The following links contain sample resumes. Visit the links to view the samples and find more information on how to put a resume together.

***Pro tip:** Google resumes in your field to get additional ideas on layout and format.

Art & Design Resumes:

"How To Get Hired: Resumes, Cover Letters + Interviews" from Career Development + Work Integrated Learning at Emily Carr University of Art + Design
<https://acewilbc.ca/wp-content/uploads/formidable/3/How-to-Get-Hired-A-Practical-Guide-for-Visual-Art-and-Design-Students.pdf>
(p. 11-15)

"The Music Performance Résumé Handbook" from the Office of Careers and Professional Development at the Institute for Music Leadership at the Eastman School of Music
https://iml.esm.rochester.edu/careers/wp-content/uploads/sites/3/2017/03/resume-guide_performance.pdf
(p. 12-16)

"Resume and Cover Letter Guidebook" from Pace University Career Services
<https://www.pace.edu/sites/default/files/files/career-services/resume-cover-letter-guidebook.pdf>
(p. 14, 19)

Hospitality & Tourism Resumes:

"Resumes: Hospitality, Recreation & Tourism" from Humber College Career Services, School of Hospitality, Recreation & Tourism
<https://careers.humber.ca/docs/hrt/HRT-Resumes-2016-oct.pdf>
(p. 2, 3, 8-11)