



Is your resume ready for Canadian employers?

Tick each box before you apply. Every item is a common reason resumes get passed over in Canada.

FORMAT AND PERSONAL DETAILS

- ☐ **Two pages maximum**
One page is fine for new graduates.
- ☐ **No photo, age, marital status or nationality**
Canadian resumes leave these out.
- ☐ **A simple contact line**
Name, phone, email, city and province, LinkedIn URL. No full home address needed.
- ☐ **Readable by applicant tracking systems**
Standard headings. No text boxes, graphics or tables for your main content.
- ☐ **Canadian spelling, clean formatting**
One font, consistent dates, no typos.

CONTENT

- ☐ **A summary written for this job**
Three or four lines that match the role you are applying for.
- ☐ **Results, not duties**
Use numbers: budgets, team size, time saved, percentages.
- ☐ **Keywords from the job posting**
Use the posting's own words in your summary and experience.
- ☐ **International experience explained**
Add each employer's size and industry. Use the closest Canadian job title.
- ☐ **Credentials in Canadian terms**
Note credential assessments and licensing status, for example "P.Eng applicant, PEO."
- ☐ **Canadian experience included**
Volunteer work, bridging programs and Canadian courses all count.

BEFORE YOU HIT SEND

- ☐ **Tailored** to this one application
- ☐ **Saved as** FirstName-LastName-Resume.pdf
- ☐ **Proofread** by someone else



Elements United

Connecting People. Building Careers.

Interview coming up? Answer with STAR

When they ask "Tell me about a time when...", build your answer in four parts.

S

Situation

Set the scene in one or two sentences.

T

Task

Your responsibility or the challenge.

A

Action

What you did. Say "I", not "we".

R

Result

The outcome, with a number if you can.

Three things to do this week

1

Match your LinkedIn to your resume. Same job titles, same dates, and a headline that names the role you want.

2

Ask for three informational interviews. Short conversations with people in your field build the network most Canadian jobs come through.

3

Join a mentoring or bridging program. TRIEC, ACCES Employment and local settlement agencies offer free support for newcomers.

Want one-on-one help?

Canadian resume writing — Interview preparation — Job search strategy —
P.Eng licensing guidance

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