



**THOMPSON
RIVERS
UNIVERSITY**

Career &
Experiential
Learning

Resume Catalogue



TRU
Open Press

Resume Catalogue

Sector Specific Examples for Students

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Resume Catalogue:
Sector Specific Examples for Students



THOMPSON
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Career & Experiential
Learning

BIGGEST CHALLENGES STUDENTS FACE WHEN CREATING JOB APPLICATION DOCUMENTS

2. Cover letter



How to **start a cover letter** & make the right one that attracts the company's attention

How to make a **resume stand out** without deviating from the norm

1. Resume



How to write **accomplishment statements well** without being vague or leaving out necessary details

3. Accomplishment statements



Based on the findings from a student focus group conducted at TRU in 2025.

This project was supported by an Open Educational Resource grant through Thompson Rivers University. This project was initiated in response to the need for accessible student resume examples that are industry-specific. The creators are a group of career educators who collaborated with subject matter experts and human resources professionals across a variety of sectors to validate these resumes. The content will be continuously updated to reflect current labour market trends and sector needs. The resume catalogue is designed to help students overcome the biggest challenges they face by breaking down resume and cover letter writing into simple, actionable steps, accompanied by numerous industry-specific resume and cover letter examples.



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Land Acknowledgement



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Unsplash (https://unsplash.com/photos/a-dirt-road-in-the-middle-of-a-desert-RGgL4va7Fkk?utm_content=creditCopyText&utm_medium=referral&utm_source=unsplash)

Thompson Rivers University (TRU) campuses are situated on the ancestral lands of the Tk'emlúps te Secwépemc and the T'exelc within Secwepemcúl'ecw, the ancestral and unceded territory of the Secwépemc. The rich tapestry of this land also encompasses the territories of the St'át'imc, Nlaka'pamux, Tšilhqot'in, Nuxalk, and Dakelh. Recognizing the deep histories and ongoing presence of these Indigenous peoples, we express gratitude for the wisdom held by this land. TRU is dedicated to fostering an inclusive and respectful environment, valuing education as a shared journey. TRU Open Press, inspired by collaborative learning on this land, upholds open principles and accessible education, nurturing respectful, reciprocal relationships through the shared exchange of knowledge across generations and communities.

Project Team

This is a product of the Career & Experiential Learning Department (<https://www.tru.ca/cel.html>) at Thompson Rivers University.

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The Open Press combines TRU's open platforms and expertise in learning design and open resource development. TRU Open Press supports the creation and reuse of open educational resources, while encouraging open scholarship and research.



Accessibility

The web version of Resume Catalogue (<https://resumecatalogue.pressbooks.tru.ca/>) has been designed to meet Web Content Accessibility Guidelines 2.0 (<https://www.w3.org/TR/WCAG20/>), level AA. In addition, it follows all guidelines in Appendix A: Checklist for Accessibility (<https://opentextbc.ca/accessibilitytoolkit/back-matter/appendix-checklist-for-accessibility-toolkit/>) of the Accessibility Toolkit – 2nd Edition (<https://opentextbc.ca/accessibilitytoolkit/>).

Includes:

- **Easy navigation.** This resource has a linked table of contents and uses headings in each chapter to make navigation easy.
- **Accessible videos.** All videos in this resource have captions.
- **Accessible images.** All images in this resource that convey information have alternative text. Images that are decorative have empty alternative text.
- **Accessible links.** All links use descriptive link text.

Accessibility Checklist

Accessibility Checklist Table

Element	Requirements	Pass
Headings	Content is organized under headings and subheadings that are used sequentially.	Yes
Images	Images that convey information include alternative text descriptions. These descriptions are provided in the alt text field, in the surrounding text, or linked to as a long description.	Yes
Images	Images and text do not rely on colour to convey information.	Yes
Images	Images that are purely decorative or are already described in the surrounding text contain empty alternative text descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information.)	Yes
Tables	Tables include row and/or column headers with the correct scope assigned.	Yes
Tables	Tables include a title or caption.	Yes
Tables	Tables do not have merged or split cells.	Yes
Tables	Tables have adequate cell padding.	Yes
Links	The link text describes the destination of the link.	Yes
Links	Links do not open new windows or tabs. If they do, a textual reference is included in the link text.	Yes
Links	Links to files include the file type in the link text.	Yes
Video	All videos include high-quality (i.e., not machine generated) captions of all speech content and relevant non-speech content.	Yes
Video	All videos with contextual visuals (graphs, charts, etc.) are described audibly in the video.	Yes
H5P	All H5P activities have been tested for accessibility by the H5P team and have passed their testing.	Yes
H5P	All H5P activities that include images, videos, and/or audio content meet the accessibility requirements for those media types.	Yes
Font	Font size is 12 point or higher for body text.	Yes
Font	Font size is 9 point for footnotes or endnotes.	Yes
Font	Font size can be zoomed to 200% in the webbook or eBook formats.	Yes
Mobile Check	Layout displays properly on smaller screen sizes and is mobile-friendly.	

Known Accessibility Issues and Areas for Improvement

- The OER Adoption and Error Reporting forms aren't included in all export files.
- The heading structure across the book might be considered inconsistent. Some chapters use only h1 headings, then others use h2 headings, and sometimes chapters have a h1 heading and then a h3 subheading without middle h2 heading.
- H5P activity for the Reflection exercise has two links that open new tabs.

Adapted from the Accessibility Toolkit – 2nd Edition (<https://opentextbc.ca/accessibilitytoolkit/>) by BCcampus, licensed under CC-BY (<https://creativecommons.org/licenses/by/4.0/>).

Other Formats Available

- In addition to the web version, this book is available in a number of file formats, including PDF.

RESUME & COVER LETTER FORMATTING



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I. Modern Resume Formatting

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Modern resumes have evolved because of changes to how employers read resumes, the information they want to see, and the software tools used for creating, sharing, storing, and viewing resumes. Because of that, and based on current research into resume preferences by employers, this is a brief overview of how the modern resume is formatted. For more information, see the Thompson Rivers University Career Text (<https://universitytocareer.pressbooks.tru.ca/>) Chapter 5: Application Documents (<https://universitytocareer.pressbooks.tru.ca/chapter/application-documents/>) from which this section is adapted.



Resume image by Biljana Jovanovic (https://pixabay.com/users/biljast-2868488/?utm_source=link-attribution&utm_medium=referral&utm_campaign=image&utm_content=6627200) from Pixabay (https://pixabay.com/?utm_source=link-attribution&utm_medium=referral&utm_campaign=image&utm_content=6627200)

Getting Started

Before starting your resume, create a list of all your work-related experience and organize it by date. Provide key information about your role to showcase your skills, training, education, awards/ accomplishments, workshops attended and potential. Make sure you list where your impact was with the quality or quantity of it: impact on customers, clients, staff, projects, and budget.

Format your Experience Table

How to Format your Experience	Example:
Role, Start Year- End Year	Server, Jun 2019- Apr 2023
Organization, Location	Sunset Bar & Grill, Kamloops, BC
Accomplishment Statements	<ul style="list-style-type: none">Increased repeat customers by providing customized recommendations based on past visits and greeting guests warmly
<ul style="list-style-type: none">(In bullet points)	

Accomplishment Statements

Before we move into your resume layout, we're going to talk about the core of your resume, the accomplishment statement. These are sentences that explain what you did, why, how, or for whom you did it, and what the impact of it was.

The most popular formats are:

- **Situation, Task, Action, Result (STAR)**
 - Provided quality customer service in a team of six, working quickly and efficiently, which resulted in our store receiving an award.
- **Challenge, Actions, Results**
 - Working in a team of six to ensure accurate and efficient service to customers, resulting in our store receiving an award from the head company.
- **Result, Action, Situation**
 - Earned an award for the best franchise in the city by collaborating with a team of six to deliver accurate and efficient service to customers.
- **Situation, Action, Outcome**
 - As part of a customer service team, provided exceptional support, resulting in our store earning an award.
- **Action/Skill, How, Why, How Well**
 - Collaborated with a team of six to deliver exceptional customer service to guests, earning our store an award as the best franchise in the city.

When writing your accomplishment statements, focus on the impact you've made on the organization, a department, finances, clients, or colleagues. Use relevant keywords from the job posting, and highlight both your technical and transferable skills. Including quantifiable information can help employers understand your abilities more effectively.

Customize the Layout & Formatting

Present your information in the best way to ensure the employer reads what is most important. The Reverse Chronological resume is the one that most employers prefer. This highlights links between previous work and the job posting, even if that experience wasn't in the same field.

Common Layout:

- Name & Contact Information
 - Include the name you go by professionally, your email, phone number, city and province. More details are optional, but it's unlikely the employer will need to send you physical mail
- Summary of Qualifications
 - Quickly link your resume to the job postings through 4-7 bullet points, and accomplishments statements linked to skills listed in the job posting
- Education & Training
 - List any post-secondary programs or other training you have completed or are currently enrolled in, most recent first. Include the formal name of the program or degree, institution, location, and date of completion or date of expected completion
- Work Experience
 - This is where an employer will look to see how much experience you have, where it was, what it was, and what skills you gained, or your impact on the organization, customers, clients, or budget where you worked. Key information that must be included is job title, organization, location, dates, and what you did there. Each entry in the work experience section needs to be formatted exactly the same as the others
- Other sections can include:
 - Volunteer Experience
 - Awards & Achievements
 - Interests
 - References
 - Accomplishments

The purpose here is for you to showcase your skills and abilities in a way that a potential employer will understand.

If you are using a printed version of the book, please find “An Interactive Resume Sample“, by scanning the following QR Code with your Mobile Device.



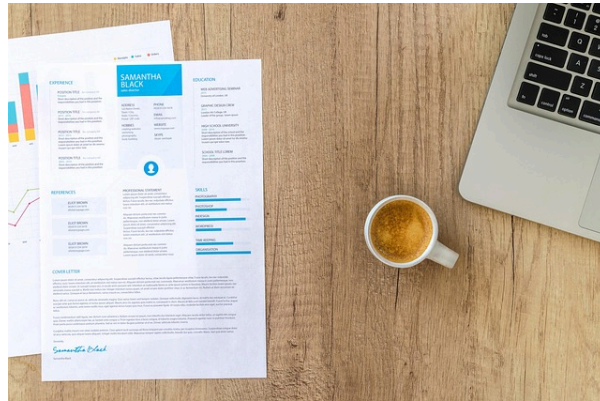
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Resume Formatting and Applicant Tracking Systems

The modern resume needs to be readable by both humans and Applicant Tracking Software (ATS).

That means that many of the formatting and design choices that have been popular for resumes, and are built into many word processing programs or online resume templates, actually hurt your chances.

An ATS isn't a terrible thing that's out to stop your resume; it's just a way for organizations to deal with the large volume of resumes that come in. Their main function is to scan your resume and check for simple things like your contact information or if you're using any of the keywords from the posting. Some ATS will determine how much experience you have based on what's on the resume, or it may assess whether you have the correct education. Sometimes it will rank the resumes, but not every ATS does that, and not every organization wants it to do that.



Resume review (<https://pixabay.com/photos/chart-graph-finance-financial-data-2785920/>) by Lukas (https://pixabay.com/users/goumbik-3752482/?utm_source=link-attribution&utm_medium=referral&utm_campaign=image&utm_content=2785920) used under Pixabay license (<https://pixabay.com/service/license-summary/>)

The most advanced of them use algorithms to evaluate everything from whether your work experience meets their minimum requirements to whether your grammar is good. The information in this section is designed to make your resume as readable as possible both by the ATS and by a person.

Here are some simple formatting tips for your resume to make sure that it's readable by both people and an ATS:

- The standard for a professional resume is two pages.
- Contact information goes at the top of the first page.
- Use web-safe fonts like Arial, Calibri, Georgia, Tahoma, Times New Roman, and Verdana.
- Keep your font size between 10 and 12 pt except for your name and headings.
- Double-check your grammar and spelling.
- Don't put anything, especially your contact information, in headers.
- Avoid using backgrounds, images, special characters and text boxes.
- Try not to use columns or tables for your layout.
- Make effective use of capital letters, bold type, italics, underlining, bullets, and spacing for emphasis.

Test your understanding of what to avoid and what to leave out of a resume. Use the activity below to check your knowledge.

Note: If you are using a printed version of the book, please find "Resume dos and Don'ts Activity", by scanning the following QR Code with your Mobile Device.



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This chapter provides a series of short videos that break down each major section of a modern resume. Whether you're building your first resume or refining an existing one, these videos walk you through what to include, how to present your information clearly, and how to tailor each section for maximum impact. Explore the five key areas: Overall Format, Education and Training, Employment Experience, Volunteering and Community Involvement, and Hobbies and Interests to understand what employers look for and how to showcase your strengths effectively.

Overall Format

If you are using a printed version of the book, please find the “Overall Format Video“, by scanning the following QR Code with your Mobile Device.



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Education, Training, and Certificates

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The transcript for the video can be found here in a PDF file: Education, Training, and Certificates (<http://resumecatalogue.pressbooks.tru.ca/wp-content/uploads/sites/125/2026/03/Education-Training-and-Certificates.pdf>)



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Employment or Work Experience

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Volunteering or Community Involvement

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Hobbies and Interests

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Some job postings require a cover letter, but even if it's not required, a cover letter can be a great asset to go beyond the information in your resume to make a case directly to the hiring manager with why you're a good fit for this role and organization.

A good cover letter is:

- A complement, not a summary of your resume
- Targeted at the specific position and company
- Includes reasons why you're interested in this organization, not just the role
- Clearly shows the value you can bring to the role and organization
- Engaging to read
- Follows standard business letter layout and looks consistent with your resume for professional branding

You can also include information in your cover letter that doesn't fit in your resume but is important for you to provide, such as preferred location (if multiple locations exist), possibility of relocating, explaining gaps in your employment history, or even including the name of an internal person referring you to the company or role.

A note on using AI

While you may find these tools helpful for brainstorming ideas of what to write about or how to say something, make sure the cover letter still sounds like you. When your authentic voice can be heard in a cover letter, it reads better to the recruiter and doesn't raise red flags if you sound like a completely different person in the interview.

Tools that help with grammar and spelling, or having someone else read your letter to check for these common issues, will help you avoid being rejected outright due to errors that could be easily avoided.

HOT TIP: Read your cover letter out loud to try to catch typos and grammar issues like awkward sentence structure – we process information differently with our eyes and our ears, so this may be all you need to fix potential issues.

Cover Letter Layout

- Use a business letter format, one page in length, left-aligned, same font size and style as your resume, single-spaced text, double-spaced between sections
- Use the same contact information layout and style as your resume (should look like a template letterhead for professional branding consistency)

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(<https://resumecatalogue.pressbooks.tru.ca/?p=28#h5p-29>)

What to include in a cover letter

Opening Paragraph: Why are you writing? Why them?

- **Engage the reader. Grab their attention.**
 - Standard openings like “I’m writing to apply for the position...” are ok but not original. Consider starting with something about the employer instead and adding the action step at the end of the paragraph, or starting with something creative and memorable to invite them to read further.
 - This is a good place to show existing connections with the employer. If you have a networking contact, referral, or have met with the company through an event, give this information (with permission if including a specific person’s name) to show the recommendation or existing connection.
- **What do you like about this organization? Why are you choosing to apply with them?**
 - Do your research. Look at their mission, vision, or value statements and find something that aligns with you. Talk about their reputation, things you know and like about their company culture, and how these align with you and how you work best.
 - Be specific with why this matters to you. Don’t make it look like you just did a copy and paste from something you found on their website – connect with why you like this about them.
 - Be genuine. Even if you’re just applying because you need a job, take a minute to find something you like, so your letter reads authentically. This is a precursor to the “Why do you want to work here?” question you might get asked in an interview.

Middle Paragraph(s): Why you?

- **Specific example(s) or bullets of how you meet their qualifications**
 - Share a story that proves the key skills. Think about the “heart of the job” or the “purpose of the job” to identify where to focus your examples.
 - Use a structure like STAR (Situation Task Action Result) to show your skills in action, where they speak for themselves, and a clear result showing you did these things well.
 - HOT TIP: Start with a lead-in statement that tells the reader what you’re going to highlight before you start your story to prime their brain to look for evidence of that skill in the actual story.
- **How will you help the organization?** Demonstrate your knowledge of the company and their needs, linking your abilities with its requirements.
- **What sets you apart from other candidates?** Highlight your strongest qualifications, demonstrating how these qualifications will benefit the employer.
- Make sure to avoid summarizing your resume experiences or using vague statements about your skills and

qualifications, as these don't add value to your application. Be specific and engaging.

Closing Paragraph: Recap and next steps

- Recap your fit and tie together your “why them” and “why you” without repeating it word for word.
- Thank the employer for their consideration.
- Set the expectation of next steps, including why you are looking forward to speaking further about this opportunity. Be confident but not pushy.
- Close the letter in a professional manner. End with a sign-off such as “Sincerely,” “Yours truly,” or “Warm regards,” followed by your signature and name.
 - Signature block: Sign your document by inserting an image of your signature or an e-signature to polish off your letter. Type out your full name below your signature.

4. Sample Cover Letters

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- Reflection Exercise

Most accomplishment statements begin with some sort of action verb, this allows them to feel like they are an impact that happened instead of simply being a duty that was completed. If you're looking for some inspiration you can try the more traditional list like University of Victoria has created (<https://www.uvic.ca/career-services/build-your-career/using-competencies/action-verb-list/>) or you could get inspiration from the Skills for Success (<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/understanding-individuals.html>).

To help you we have some examples here to get you started, they're based off of the Skills for Success and Revised Blooms Taxonomy.

Action Verb Table

Achieved	Parsed	Judged
Adapted	Persisted	Learned
Addressed	Planned	Listened
Analyzed	Predicted	Made
Applied	Produced	Managed
Assembled	Provided	Mapped
Carried out	Recognized	Matched
Categorized	Reflected	Monitored
Checked	Regulated	Organized
Clarified	Represented	Outlined
Classified	Responded	Retrieved
Communicated	Executed	Reviewed
Compared	Exemplified	Revised
Concluded	Explained	Selected
Constructed	Extrapolated	Set
Contrasted	Facilitated	Sought
Coordinated	Focused	Spoke
Created	Gathered	Structured
Critiqued	Generalized	Summarized
Deconstructed	Generated	Tested
Demonstrated	Hypothesized	Translated
Designed	Identified	Used
Detected	Illustrated	
Determined	Implemented	
Developed	Inferred	
Differentiated	Instantiated	
Distinguished	Integrated	
Evaluated	Interpolated	
Paraphrased	Interpreted	

6. AI Prompts for Stronger Applications

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Skills Finder

- Discover Your Transferable Skills
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AI tools can be valuable resources when preparing application documents, but it's important to know how to use them effectively and responsibly. This chapter will guide you in writing and using AI prompts to receive meaningful feedback on your resume and cover letter, all while maintaining your authenticity and professionalism.

What Is an AI Prompt?

An AI prompt is a set of instructions or input you give to an AI tool to generate a specific kind of response. In the context of job applications, prompts can help you:

- Get feedback on your resume or cover letter
- Improve clarity, tone, and impact
- Identify missing keywords or weak phrasing
- Rewrite vague statements into stronger ones

Some options of AI tools to use are: Copilot, Claude, ChatGPT, Gemini, Perplexity, Mistral, and Llama.

- **Use your own content:** AI can help refine your writing, but it shouldn't invent achievements or experiences.
- **Avoid copying responses verbatim:** Integrate only the most relevant suggestions into your application documents.
- **Protect your privacy:** Never include personal details like your name, phone number, or email in prompts.
- **Stay authentic:** AI can enhance your voice, but your story should still sound like you.

Sample Prompt Framework

The following prompt structure is adapted from the PDF document “AI Prompts_Resume and Cover Letter Review Analysis (http://celresumecatalogue.pressbooks.tru.ca/wp-content/uploads/sites/102/2025/09/AI-Prompts_Resume-and-Cover-Letter-Review-and-Analysis.pdf)” and is designed to help you receive targeted, actionable feedback from an AI tool.

Copy and paste the text below into your AI tool, including the job post, resume, and cover letter information as noted. Do not include your name, email address, phone number, or any other personal information.

Carefully read the full job advertisement supplied between the tags <JOB_AD> </JOB_AD>. Review my current resume and cover letter supplied between the tags <RESUME> </RESUME> and <COVER LETTER> </COVER LETTER>. Important: Use only the information provided. Do not invent achievements, credentials, or personal details. Produce a concise, well-structured critique with the exact section headings below:

A. Alignment & Relevance

- List the top 8-10 keywords/skills from the job ad.

B. Organization & Clarity

- Comment on layout, section order, and readability for both documents.
- Flag any sections that should be moved, consolidated, or removed.

C. Impact & Persuasiveness

- Identify achievements lacking quantifiable results or strong action verbs.
- Highlight sentences that merely restate the job posting without added value.

D. Professionalism & Tone

- Note spelling/grammar issues, tense/voice inconsistencies, and tone mismatches.

E. Actionable Recommendations: Provide specific, numbered suggestions under each sub-heading:

- Revise Language - ≤ 20-word rewrites that better target the role
- Reformat / Reorder - Indicate where and how to change the layout or sequence.
- Quantify Achievements - Convert one vague bullet into a STAR-style metric example.
- Integrate Keywords - Show where missing keywords from Section A fit naturally.
- Consistent Tone - Edits to maintain a confident, professional voice.

Optional Resources: If relevant, list up to three reputable resources (title + URL only) that could further strengthen my documents.

Output Format

- Use clear headings, short paragraphs, and bullet lists.
- Limit the critique to ~600 words.
- Do not repeat the full job ad, résumé, or cover letter text.

The feedback you receive will help you:

- Align your application with the job description
- Spot vague or repetitive language
- Improve layout and readability

- Strengthen your tone and voice
- Rewrite weak statements using action verbs and measurable impact

More AI Prompts for Resume and Cover Letter Review

- Review my resume and cover letter for clarity, tone, and structure. Use only the information I've provided.
- Compare my resume and cover letter to the job ad below and suggest improvements based on alignment and relevance.
- Identify vague language or weak action verbs in my resume and recommend stronger alternatives.
- Suggest 3 specific edits to improve the professionalism and impact of my cover letter.
- Highlight any missing keywords from the job ad that should be integrated into my resume.
- Provide feedback on how well my resume communicates measurable achievements.
- Evaluate the tone of my cover letter and suggest changes to make it more confident and engaging.
- Check my resume layout and section order for readability and effectiveness.
- Suggest ways to improve the persuasiveness of my application documents without adding new content.

SECTOR SPECIFIC RESUMES



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I. Arts and Humanities

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- Reflection Exercise

If you are using a printed version of the book, please find “*Sample Resumes from Arts and Humanities Areas*”, by scanning the following QR Code with your Mobile Device.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://resumecatalogue.pressbooks.tru.ca/?p=34#h5p-3> (<https://resumecatalogue.pressbooks.tru.ca/?p=34#h5p-3>)

2. Business and Finance

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If you are using a printed version of the book, please find “*Sample Resumes from Business and Finance Areas*”, by scanning the following QR Code with your Mobile Device.



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3. Science and Technology

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If you are using a printed version of the book, please find “*Sample Resumes from Science and Technology Areas*”, by scanning the following QR Code with your Mobile Device.



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<https://resumecatalogue.pressbooks.tru.ca/?p=38#h5p-5> (<https://resumecatalogue.pressbooks.tru.ca/?p=38#h5p-5>)

4. Tourism

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If you are using a printed version of the book, please find “Sample Resumes from the Tourism Area”, by scanning the following QR Code with your Mobile Device.



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<https://resumecatalogue.pressbooks.tru.ca/?p=79#h5p-19> (<https://resumecatalogue.pressbooks.tru.ca/?p=79#h5p-19>)

5. Trades

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SKILLS FINDER



Skills (<https://pixabay.com/illustrations/people-teacher-board-work-job-5525903/>) by RoadLight (https://pixabay.com/users/roadlight-15702095/?utm_source=link-attribution&utm_medium=referral&utm_campaign=image&utm_content=5525903) used under Pixabay license (<https://pixabay.com/service/license-summary/>)

I. Discover Your Transferable Skills

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What are Transferable Skills?

Transferable Skills are skills you have developed over the course of your life. These skills can be transferred from one job or industry to another. Transferable skills don't disappear; they grow over time. Some skills learned in one job may help in another job.

Don't just list the skills, tell the employer how well, or how often, you displayed them, or tell them where you learned it.

- If you worked at McDonald's for two years, that is an asset because they have an excellent training program, and that job shows you know how to handle working in a team environment and how to treat a customer. You can work in a fast-paced team-based environment while providing friendly customer service.
- Experience in marketing and sales developed through retail customer service.
- Friendly and personal approach to building strong relationships with customers, clients, and colleagues.

Top Five Transferable Skills

This section has an interactive activity designed to help you discover and articulate your transferable skills. Whether you're preparing a resume, writing a cover letter, or simply exploring your strengths, this activity will guide you through a structured self-assessment based on five transferable skills:

1. **Problem Solving**
2. **Creativity & Innovation**
3. **Communication**
4. **Collaboration**
5. **Adaptability**

[Go to the Skills Finder Activity](#)

If you are using a printed version of the book, please find “Skill for Success Activity”, by scanning the following QR Code with your Mobile Device.



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(<https://resumecatalogue.pressbooks.tru.ca/?p=89#h5p-20>)

These five skills are sourced from the Government of Canada’s Skills for Success framework, which identifies key transferable skills needed to thrive in learning, work, and life. These skills are among the top transferable qualities employers seek in candidates, regardless of industry. Employers value them not just for technical roles, but for how they reflect your ability to think, connect, and adapt in real-world situations. Explore the full framework and its research-backed insights at Canada’s Skills for Success (<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>).

Why Finding Your Skills Matters

- Transferable skills are the bridge between your experiences and your future opportunities.
- They show employers how you think, collaborate, adapt, and communicate, regardless of your field or background.
- By identifying and articulating these skills, you'll be better equipped to present yourself confidently and authentically in professional settings.

[Go to the Skills Finder Activity](#)

Review the Transferable Skills Assessment

Download the PDF version of the activity: [Transferable-Skills-Assessment.pdf](#) (<http://celresumecatalogue.pressbooks.tru.ca/wp-content/uploads/sites/102/2025/07/Transferable-Skills-Assessment.pdf>). Or, explore the book below to see the Transferable Skills Assessment.

Note: If you are using a printed version of the book, please find “Transferable Skills Assessment Activity”, by scanning the following QR Code with your Mobile Device.





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2. Skills Finder Activity

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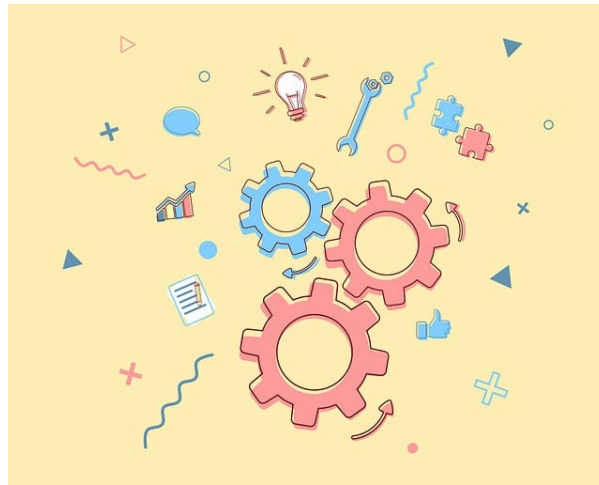
Skills Finder

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The Skills Finder Activity

1. Complete five interactive activities linked below:
 - Problem Solving
 - Creativity & Innovation
 - Communication
 - Collaboration
 - Adaptability
2. For each activity, choose the statement that best describes you to show how your skills appear in everyday situations.
3. After each activity, you'll get personalized feedback: a skill-level description (building, enhancing, proficient), tips to improve, and sample resume action statements.
4. Activities can be completed in any order, repeated as needed, and results can be downloaded and used for resumes, cover letters, or interview preparation.
5. Complete the reflection exercise to connect skills to real experiences for presenting in applications and interviews.
6. Each activity is based on the Transferable Skills Assessment document.

a. Problem Solving



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b. Creativity and Innovation



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If you are using a printed version of the book, please find “Creativity and Innovation Form”, by scanning the following QR Code with your Mobile Device.



c. Communication



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d. Collaboration

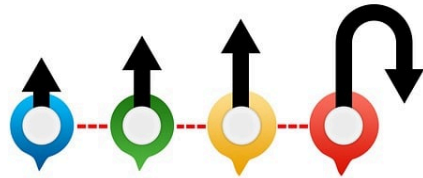


Team (<https://pixabay.com/photos/team-teamwork-hands-blue-background-7035901/>) by teamworkdefinition (https://pixabay.com/users/teamworkdefinition-25894307/?utm_source=link-attribution&utm_medium=referral&utm_campaign=image&utm_content=7035901) from Pixabay (https://pixabay.com/?utm_source=link-attribution&utm_medium=referral&utm_campaign=image&utm_content=7035901)

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e. Adaptability



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(<https://resumecatalogue.pressbooks.tru.ca/?p=285#h5p-28>)

Version History

This page provides a record of changes made to this learning resource, Resume Catalogue (<https://resumecatalogue.pressbooks.tru.ca/>). Each update increases the version number by 0.1. The most recent version is reflected in the exported files for this resource.

If you identify an error in this resource, please report it using the TRU Open Education Resource Error Form (<https://leadershipethics.pressbooks.tru.ca/back-matter/tru-open-education-resource-error-form/>).

The table below reflects a record of changes made to the book Resume Catalogue (<https://resumecatalogue.pressbooks.tru.ca/>) since its original publication on July 24, 2024.

Version History Table

Version	Date	Change	Details
1.1	2022	Book published	Resume, cover letter, and sector resume chapters
1.2	2023	Added content	Resumes added and revised
1.3	2025	Added content	<ul style="list-style-type: none">• 18 new resume samples across all sectors• Updated hotspots descriptions• Home chapter update with graphic• Tourism sector• Cover letter samples• Table of contents• Resume chapter update with activity• Cover letter chapter update• 5 videos on resume sections• AI prompts chapter• Transferable skills assessment chapter with graphics and interactive exercise• 5 interactive activities for skills assessment