CYC Activity 34: Resume Builder and Template

The Resume Builder is an online tool available through the Government of Canada's JobBank Web site. It allows jobseekers to create and save up to 5 professional resumes online. The Resume Builder provides step by step resume writing tips and sample resumes to help you get your resume just right.

At the time Activity 34 was launched, the Resume Builder was still part of another Web site, JobsEtc. The developers of the Resume Builder were preparing for the integration of the JobEtc. site with JobBank. As part of this process, they were considering which elements of the Resume Builder tool could be transferred to JobBank. A second option under consideration was the creation of a similar, more stream-lined resume building product to be hosted on youth.gc.ca.

To help the Resume Builder folks weigh all their options, Activity 34 featured a survey in which members were asked to identify which elements of the Resume Builder they thought were the most helpful and would most like to see included in a scaled down version of this tool. They were also asked to take a look at a resume template that was being considered as a possible replacement and offer their comments. Due to the fact that the information was needed quickly, this activity was only available on the forum for one week. Perhaps as a result of this, only 11 members responded. However, those who did participate offered insightful responses and helpful information.

Question 1: What age category do you belong to?

Response	Number of participants	Percent of participants
15-18	1	9%
19-23	3	27%
24-30	7	64%

Question 2 a) Do you normally use a private computer to access the Internet (your own computer, your friend's computer) or a public computer (at a library, Service Canada centre, internet café, etc.)?

Response	Number of participants	Percent of Participants
Private Computer	11	100%
Public Computer	0	0%

Question 3: Have you ever written a resume?

Response	Number of participants	Perecent of participants
Yes, many times	8	73%
Yes, once or twice	3	27%
No	0	0%

Question 4a): The Resume Builder is an online tool offered by the Government of Canada to help job seekers create their resume step by step. Have you ever heard of this tool?

Response	Number of participants	Percent of participants
Yes	7	64%
No	4	36%

Question 4b): Have you ever used the Resume Builder?

Response	Number of participants	Percent of participants
Yes	5	46%
No	6	54%

Question 5a): Do you think this is a helpful tool for building resumes?

Response	Number of participants	Percent of participants
Yes	9	82%
Somewhat	2	18%
No	0	0%

Question 5b): What specific elements do you find the most useful?

Responses

The step by step help.

Je trouve que tous les éléments sont importants mais les plus importants seraient d'inclure dans le C.V les études effectuées et les expériences de travail du candidat. Ces deux éléments permettent à l'employeur de connaître le domaine d'études et le secteur d'activités du candidat potentiel.

The organization of everything is quite good. It is simple to see what can be put into a resume. The different fields are also good so that you don't forget to add certain information.

The ability to save multiple versions is helpful when applying for jobs in different areas. The ability to view and use other resumes is helpful, as much of information will be the same on resumes and it can be carried over rather than retyping everything.

Lay out.

Je trouve cet outil très utlie car plusieurss ne savent vraiment pas quoi inclure dans leur CV et cet outil nous guide dans toutes les etapes.

I like how everything is already set out for you. It is a very organized and helpful resume website. It makes a busy person's life so much easier, especially help people that don't know how to make one! All I have to do is to provide my information in the correct sections and my resume is set. I also like how everything I write up for my resume is saved until I am ready to print. I can also finish the resume later or edit it whenever I have new information to add on. I do not have to worry about finishing my resume in one session because my information will be saved under my account.   There are also samples that I can look at just in case I do not know how to do a covering letter or wanted to know how a resume looked like. There are also different styles of resumes I can choose from which makes it very convenient if I need to make a specific kind of resume depending on the job I applied for! Overall, I really like this site and because of this activity, I could use this site to make my resume!

Ben un peu tout dans le fond, c'est très bien fait et sa permet aux gens de rien oublier.

In general, that it prompted you to enter information, so you don't forget anything. It's also nice that you can move the categories around.

The prepared steps to create a complete resume. You will make sure yours is well done.

I think everything about it is quite useful, especially for someone who doesn't have the skills to create one on their own.

Question 6a) : Take a look at the resume template. Would you find it useful to have a template like this to follow to help you create a resume?

Response	Number of participants	Percent of participants
Yes	4	36,30%
Somewhat	6	54,50%
No	1	9%

Question 6b): If you would find this template useful, what specifically about it would you find most helpful?

Just having a general guide to follow so that users have an idea of what is usually included in a resume and don't put in stuff that shouldn't be there (like SIN numbers).

Le plus important serait de mettre les études avant si le candidat potentiel n'a pas beaucoup d'expérience de travail et vice-versa. Il ne faut pas oublier aussi d'écrire son nom, son adresse , son adresse électronique et son numéro de téléphone pour que l'employeur puisse communiquer avec le candidat sinon cela ne servirait à rien de rédiger son C.V. Je pense que l'on pourrait mettre références sur demande à la fin du C.V sans vraiment les citer. L'employeur les demandera au candidat au besoin.

It would be easy to add information to this template

I think this template would be more useful for people not familiar with resume writing, such as students or those who have not applied for jobs before. The format is helpful, but most word processing programs (Microsoft Word, WordPerfect) have multiple versions of resume templates in different styles included.

Le modele peu parfois etre utile mais si c'et notre premier emplois je trouve qu'il n'y a pas assez d'endroit pour inscrire nos compétence autres que les emplois antérieurs.

I like how I can use the template directly to type my information in. I do not have to open a new document while having the template as a sample to copy from. Therefore, I do not have to worry about which section names or information needs to be italized, which font to use, and how each section of the resume should be divided. Like I said before, this resume template is very easy to use and is very convenient for busy people. Especially for people that needs to apply for many jobs at once, this template can easily make a couple of resumes within a few hours.

Ben c'est pratique de l'avoir sur le web et en copie ordi.

Formatting in place

To have the exact sections of a perfect resume

All of it.

Question 6c): What could be added to this template to make it more useful?

More tips. Maybe you could hyperlink the title of each section and when you click on it you would be brought to a page containing tips and suggestions for that section of the resume.

On pourrait ajouter les expériences de bénévolat avant les références. Cela est très important pour l'employeur de connaître l'engagement du candidat potentiel en dehors de ses études et de son travail rémunéré. On peut ajouter certainement aussi les aquisitions professionnelles; par exemple, si l'on est membre d'une association ou champion dans une activité sportive ou encore la réception d'un honneur ou d'un prix d'excellence. Il ne faut pas oublier aussi d'inclure les stages rémunérés ou non au cours de nos études ou de notre travail.On peut aussi inclure les cours en dehors du programme comme les cours de perfectionnement dans une langue ou autre (les certificats). Attention! A tout le monde, il ne faut pas dépasser 2 pages lors de la rédaction d'un C.V.

Better layout and different sections. Not everyone wants an objective right at the top, or even a qualifications section.. maybe the qualifications could be shown in the relevant skills. I think this template is way too generic.

The option for different styles of resume would be useful. Many people who do not have a lot of work experience may be put off by the current format, as it lists multiple spaces for jobs.

Cover letter template

Mettre moins de place pour les emplois antérieur et plus pour les compétences

There should be another information sheet explaining each section and what to put in it. Sometimes people are exposed to more than one style of resume template and therefore do not know specifically what to put under each section. Since this resume only has one section for job experience, does that mean I can put my volunteer work there and my extracurricular activities I do after work? Another improvement is to add more sections, such as putting job experience as one title, Hobbies and Interest as another and Other Relevant Skills for volunteer work and outside work environment activities. I realized that under the job experience section, it does not tell you whether to put experience in chronological order from top to bottom or vice versa. If a person who builds his/her first resume based on this template, she/he may be unsure how to organize her job experiences. Try following a template with a sample of a resume with the same layout so people can use the sample as a reference to make his/her own resume with the template!

Add section on interests.

 Right alignment, left alignment, and center

Question 7: Would you prefer to use a template to create your resume or the Resume Builder tool? Why?

Responses

I prefer the template because it give me more freedom to change the resume to suit my needs. I think the Resume Builder is most ideal for people who have never written a resume and really aren't sure where to start.

Je préfère le C.V. par compétences. J'ai eu beaucoup d'expériences de travail avec le PFETE donc j'ai acquis beaucoup de compétences et surtout les tâches étaient routinières ou variées un peu. Je pense alors qu'un C.V par compétence serait plus approprié dans mon cas que le concepteur de C.V qui je pense, suit le modèle d'un C.V chronologique avec les dates de début de l'activité à la fin de l''activité. Un C.V par compétences serait utile aussi poue un candidat qui aurait eu des période de creux pendant son cheminement scolaire ou sa carrière (expériences de travail pour un jeune).

The resume builder, because it is simply much more flexible. You can add the stuff that you want to your resume. The template is just there and I think its harder to add/remove sections.

I would prefer the resume builder tool. To me, it is more important that I include the right information rather than the format. This is true especially for those applying for federal government jobs, as most resumes will be reordered when they are input anyway.I think the builder tool has more flexibility in terms of storing the basic information and allowing the user to customize the work experience, education, skills etc for each job they apply for.

The Resume Builder. I don't like word software.

Moi je trouve le concepteur de CV plus complet que le modele.

Yes I would! If I knew sooner about this reliable resume builder website, I would of used the website to make my resume. When I created my first resume, I had a difficult time deciding how to organize the resume. I had to look up a book and ask a friend to help me out. With this website, it helps people who don't know how to create a resume to make a really fancy, elegant, or excellent resume within an hour. I do not need to set up the fonts and alignment of the resume, the template is there to help me fix it up.

Moi j'en ai déjà un à jour dans mon ordi, mais je prendrais bien celui la aussi.

If I had to use one or the other, I would choose template. It's easier to do since you can play around with it. It's just alot easier when everything's right in front of you, and you can change it in front of your eyes, and customize it as you see fit. However, not all people are proficient with doing that. I do recognize that a tool like Resume Builder works great since almost anyone can use it (simple, easy to use), and all you have to do is type in your data rather than replacing or overtyping what's in the template.

Both of them, I will use something to guide me through the steps.

 It simply makes it easier.

Question 8: Do you have any additional comments or suggestions?

Responses

If you are cutting the Resume Builder because of lack of funds, I suggest that you try to bring it back in the future when or if your situation changes. I also think that while it is a nice idea to have a resume builder-style template on youth.gc.ca, it would really make more sense if it was included on the Jobbank website. I think people would be more likely to look for something like that there.

Je pense qu'il faudrait ajouter d'autres sortes de C.V dans le site. Je penses que de décrire nos intérêts dans le CV sur Word n'est pas nécessaire et il est plus approprié d'écrire références sur demande que nommé les références car elles peuvent beaucoup changer surtout pour un jeune candidat.

The resume style's are all fairly boring and typical. I don't think that resume's should be colourful or anything, but I think there should be more options to chose from. I like sans-serif fonts for resumé's for example, because I think this type of font stands out better.I don't think there are too many things to fill out as was suggested, but it looks that way when you first log on.

No colour in the table cells.

The site should try promoting itself through different jobsearch engines so more people can benefit from this amazing site. Also, by putting up posters in universities or high schools will help students starting up their first resume.

1. If a template is offered, it'd be nice to have a functional resume version as well. Most high school students simply have little (if any) to write about in terms of work experience, and a functional resume would meet most of their needs much better.
2. The Resume Builder tool seems to have some flaws in it. For example, I did a test resume, and the dates for work experience came out as ' September, 2001'. I don't know why the commas are there... the volunteer work date format is okay: September / 2000
3. You may wish to note that template (or resume-writing tool) users customize their resume by editing the formatting so that it doesn't look like it came straight out of a template. I always tell people to try to make sure that their resume is unique, and avoid using a template (esp. MS Word resume wizard), since you always are looking for little things that help make you stand out (though it's definitely fine to look at one, and even practise with one to get an idea of what a resume looks like). Having a resume that looks like everyone else's makes you simply yet another applicant. There's nothing that I find as funny/frustrating as when I'm asked to look over an resume which is obviously done with MS Word resume wizard. They all just look the same! Yes, it looks nice, but after looking over them on a regular basis, I start to wonder if these people either didn't know how to write a resume, or simply didn't want to put the effort into it. I think some employers would feel the same way, and that could prove to be the difference between getting hired, or not.

I think to have some sample resumes for every profession would be really useful.