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International Resume

ADAPTING YOUR INTERNATIONAL RESUME TO THE CANADIAN MARKET

This resource presents tips exclusively for students with international experience or education on writing more effective resumes. Please refer to our other tipsheets for general resume information. Ask a Career Centre Staff for more information.

WHAT CANADIAN EMPLOYERS WANT IN A RESUME

- Keep format clean and simple with bulleted points
- Target your resume to the job – don't send a generic resume!
- Include results in descriptions of your experiences; qualify your statements and quantify your results

ELEMENTS OF A CANADIAN RESUME

WHAT TO INCLUDE:

- Full Name
- Canadian Contact Info
- Objective or Headline
- Profile or Highlights (including English and other Languages)
- Relevant Education (Highlight Canadian Equivalency)

WHAT NOT TO INCLUDE:

- ESL Level or TOEFL score
- SIN Number
- Foreign Email Providers
- Canada in Address
- Photo
- Immigration Status
- Age
- Marital Status
- Race/Ethnicity
- Religion
- References
- Salary Information

CONTACT INFO

- Place your full legal or preferred name at the top of your resume in a larger and bold font.
- Include a professional phone number and email with your first and last name combination so that employers can reach you easily
- Use a Canadian address without stating Canada (optional)
- If you have a LinkedIn profile, provide the URL to your profile. (optional) Ensure it's up-to-date and professional.

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EDUCATION

- Do not include Test of English as a Foreign Language (TOEFL) scores. Instead, list: how many years you have studied in English if it is applicable
- Use GPA (Grade Point Average not scores or percentages)
- Refer to the Credential Assessment on how to get your credentials evaluated
- List previous education to the present one in reverse chronological order

EXAMPLE EDUCATION SECTION:

EDUCATION

Business Administration - Marketing Diploma

George Brown College, Toronto, ON

Dean's Honours List for Academic Excellence, GPA: 3.8/4.0

Graduating April 2025

Bachelor of Commerce

Singapore University, Singapore

(Equivalent to Bachelor of Commerce in Ontario as evaluated by WES)

2017-2022

EXPERIENCE

- Use appropriate Canadian Titles for positions
- Do not list salary amounts or reasons for leaving positions
- Provide a frame of reference for international organizations

EXAMPLE EXPERIENCE SECTION:

EXPERIENCE

Marketing Assistant (Placement)

Ran Ghoman Design, Toronto, ON

September–December 2022

www.ranghoman.designs.com



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EXAMPLE EXPERIENCE SECTION (CONTINUED):

- Assisted in designing advertising posters to market products to suppliers
- Created design product portfolio precision and attention to detail

English Course Coordinator

Royal English Training School, UAE

March 2019–April 2020

www.royalenglishtraining.com

- Answered potential students' questions and encouraged them to enroll in English training
- Assisted tutor to make study plans for students and participated in course planning

Advertising Assistant

U & W Marketing, Dubai, UAE (\$65 million advertising firm)

April 2017–May 2019

www.uwmarketing.com

- Answered potential students' questions and encouraged them to enroll in English training
- Assisted tutor to make study plans for students and participated in course planning

TIPS

- Do not write the word "Resume" on your resume
- Don't lie on your resume or inflate titles, or use fake credentials, memberships or experience
- Use keywords from your industry
- Be careful with abbreviations
- Do not leave out dates
- Do not include items that reveal religious affiliation or family status etc.
- Avoid referring to self in 3rd person i.e., do not use "he/she" in resume

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