

## RESUME WRITING QUICK TIPS

A Curriculum Vitae, commonly referred to as a CV, includes a summary of your academic background and position-related work experience, publications, presentations, awards, honours, and affiliations. Remember, resume writing is an art not a science – what follows are simply suggestions provided by the TCN team in relation to Canadian opportunities and CVs only (standards can vary between jurisdictions).

### **Your CV should:**

- Be relevant – tailor your CV for specific positions and individual firms.
- Keep the most relevant information about you and the position at the top of the resume.
- Include your full name, address, contact telephone number and e-mail address.
- Include a summary of your educational history, and list awards, scholarships and distinctions.
- Include a summary of your work history, roles, experiences, and achievements.
- Include a summary of your professional qualifications, designations, and memberships – in particular, include your law society memberships/bar admissions along with the year of admission.
- Use a standard, simple font so it can be easily read.
- Be kept within standard margins and parameters so that materials can be easily read.
- Be grammatically correct and historically accurate.
- Be 1-3 pages long (Canadian CVs).

Have your resume reviewed by a professional – Your TCN Recruiter is prepared to review your resume and offer suggestions for editing or revision.

### **Your CV should not include:**

- Personal Information such as: race, nationality or ethnic origin, colour, religion, age, sex (including pregnancy and childbearing), sexual orientation, marital status, family status, etc.
- A headshot of yourself.
- References or salary expectations unless the job posting asks you to do so. (If asked for references, include them on a separate sheet of paper. If asked for salary expectations, include them in your cover letter).
- Non-legal experience that is more than 10 years old, unless particularly relevant.
- Specific dates (e.g. Sept 2, 2002-Feb 1, 2008), unless you are a junior lawyer (<5 years of experience), in which case it is relevant to note the month and year of your bar admittance and legal employment history.