

ADAPTING YOUR INTERNATIONAL RÉSUMÉ TO THE CANADIAN MARKET

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



WHAT CANADIAN EMPLOYERS WANT IN A RÉSUMÉ

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

ELEMENTS OF A CANADIAN RÉSUMÉ

What to include:

- Full Name
- Canadian Contact Info
- Objective or Headline
- Profile or Highlights (including English and other Languages)
- Relevant Education (Highlight Canadian Equivalency)
- Relevant Experience
- Canadian Titles (CA in India is a CGA in Canada)

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

- Use Canadian address without stating Canada in the address
- Use a non-foreign email address that is easy
- Having a working voicemail and email

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

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 2020

Bachelor of Commerce

Singapore University, Singapore, China

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

2017

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 listed

EXAMPLE EXPERIENCE SECTION:

EXPERIENCE

Marketing Assistant (Placement)

September –December 2018

Ran Ghoman Design, Toronto, ON

www.ranghomandesigns.com

- Assisted in designing advertising posters to market products to suppliers
- Created design product portfolio precision and attention to detail
- Collaborated with marketing team of 10 to ensure timely delivery of all projects

English Course Coordinator

March 2015 - April 2016

Royal English Training School, UAE

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
- Participated in sale statistics and prepared progress report presentations

Advertising Assistant

April 2012 – May 2015

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

www.uwmarketing.com

- Provided research and documentation of over 10 marketing studies for national groups
- Conducted feasibility studies including competitive analysis, financial projections, business development and project financing
- Assisted in providing presentations to potential clients on services and provided information

TIPS

- Do not write the word "Résumé" on your résumé
- Don't lie on your résumé 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 1st or 3rd person i.e. do not use "I" or "he/she" in résumé
- Emphasis strong language skills in English in addition to other languages
- Be prepared to leave out irrelevant education or experience

Additional Resource: resume.com/georgebrown

St. James, 200 King Street (Room 155B), 416-415-5000 ext. 3818 sjcareercentre@georgebrown.ca

Casa Loma, 160 Kendal Avenue (Room C317), 416-415-5000 ext. 4100 clcareercentre@georgebrown.ca

Waterfront, 51 Dockside Drive (Student Success Hub), 416-415-5000 ext. 5301 wfcareercentre@georgebrown.ca

GBCareers – view job postings, events and book appointments: gbcareers.georgebrown.ca

*Updated Feb 2020