

The Canadian Resume Checklist for Newcomers

Run your resume against these 21 checks before you send it. Every line is a yes or a no. From the guide Canadian Resume Format for Newcomers at eliteresumewriter.com/blog/canadian-resume-format-newcomers/

- ☐ 1. Two pages, and the weight is on the last ten to fifteen years.
- ☐ 2. No photo, no date of birth, no marital status, no nationality, no ID numbers, no SIN.
- ☐ 3. No "Curriculum Vitae" heading, no objective, no declaration, no signature, no references on the page.
- ☐ 4. Name, city and province, a Canadian phone number, email and LinkedIn URL in the header.
- ☐ 5. One line on work authorization, if you need one.
- ☐ 6. The target title under your name, in the posting's words.
- ☐ 7. A profile of three or four lines: profession, years, scale, specialism, the credential line.
- ☐ 8. Reverse chronological order, dates as month and year.
- ☐ 9. A scope line under every employer: size, sector, country.
- ☐ 10. Results with numbers under every role in the last ten years; currency converted where it matters.
- ☐ 11. Real titles kept, with the Canadian equivalent in brackets where the posting uses it.
- ☐ 12. Older roles cut to one line each.
- ☐ 13. The survival job, if there is one, in one line under Additional Experience.
- ☐ 14. Each degree with its full name, institution, country and year, and one line that places it.
- ☐ 15. Registration status in the regulator's words, never a licence claimed in progress.
- ☐ 16. Skills in the posting's spelling, grouped; no soft-skill adjectives.
- ☐ 17. Languages listed with levels.
- ☐ 18. Canadian certifications and memberships with the issuing body and date.
- ☐ 19. One column, standard headings, no tables, text boxes, icons or columns.
- ☐ 20. Canadian spelling throughout: colour, centre, licence, organization, program.
- ☐ 21. Saved as a PDF named with your name and the role, with a Word copy ready for portals that ask.

Not sure which lines your resume is missing?

Send it for a free resume review at eliteresumewriter.com/free-resume-review/ and we will tell you, no charge.