

ALBERTA WORK SEARCH ONLINE



Here are special circumstances that may present obstacles to employment and suggestions to address these situations when writing your resumé.

You're qualified but you don't have the specific degree, diploma or experience requested

Explain how your education and experience relate to the job requirements. Mention relevant courses from your education that would interest the employer.

Emphasizing your experience as well as your education helps in this situation, even if it's volunteer experience

Your credentials are from another province or country

Ask an appropriate authority, such as a university, professional regulatory organization or an assessment agency such as the International Qualifications Assessment Service (IQAS) to evaluate your credentials. Employers will want to know what the Canadian or provincial equivalents are. Include an official assessment with your resumé or tell employers you'll bring it to an interview.

Visit the [IQAS](http://iqas.ca) website.

Each province and territory in Canada has different legislation and regulations governing employment in the professions and trades.

➤ alis.alberta.ca/certinfo

You don't have a high school diploma

If you have an extensive employment background or a demonstrated range of skills, list this in your resumé before your education. Use a heading such as Education and Development and list workshops and seminars you've taken, followed simply by "high school."

If you didn't finish high school and have no post-secondary education, you can omit any references to formal education in your resumé. However, since it may come up in the interview, be prepared to talk about your experience in a positive way.

If you have a post-secondary credential of any kind, it's not necessary to reveal that you didn't complete high school.

Your post-secondary education is incomplete

Without explaining your situation, you may risk losing an opportunity. Use something similar to this example; Marketing Research, NAIT – Business Administration Diploma Program – 2005 to present, in progress or to be completed by July 2007. This tells the employer that you're in the process of earning a post-secondary credential.

You've been out of the workforce for a long time

You may have other relevant volunteer or life experiences. Use the heading Relevant Experience and describe your volunteer responsibilities. Include organization names and dates, just as you would for paid employment.

A combination or functional resumé works best in these circumstances, highlighting skills areas such as communication skills, teamwork, problem solving, computer skills and so on.



If you are a job seeker with a disability order the *Employment Series for Persons with Disabilities* online at:

- alis.alberta.ca/careershop

Also for useful tips visit

- alis.alberta.ca/tips

Your most relevant experience isn't your most recent experience

Highlight your past work experience by including a one- or two-line statement near the top of your resumé under a heading such as Profile or Highlights. For example: "extensive customer service experience" or "strong computer systems design and consulting skills."

Another approach is to list Most Relevant Professional Background first, followed by Other Professional Background, using a combination or functional resumé format.

You were terminated from your last job

Ironic but true: employers are more likely to regard you as a desirable applicant if you're currently employed. If employers can tell from your resumé that you're not employed, they'll wonder why.

If you provide employment dates, think carefully about how to let the employer know about your circumstances:

- If you were working in a contract or temporary position, add an explanation such as "temporary project position-completed."
- For other situations, you may want to add a short explanation in your cover letter- "company went out of business" or "downsizing resulted in 33 layoffs"-or leave your explanation for the interview.

- If you were fired as a result of your performance or a conflict, don't include this information in your resumé. Prepare an explanation for the interview. Get advice or research how to find a positive way to speak about your experience.

You may face discrimination on the basis of your gender, age, race, religion or other characteristics

Human rights legislation protects you from having to reveal your age, gender, marital status, number of dependants, religion, nationality or ethnic background. You don't have to supply this information unless you feel it will enhance your competitiveness.

If you're applying for positions typically performed by members of the opposite gender, providing your full name may work against you. Use only your first initials and surname.

If your high school or university graduation year reveal your age, don't supply the date. You also don't have to include your early years of employment.

If you're looking for work in Canada for the first time, discuss your situation with someone you respect who understands Canadian employers' expectations. For example, a newer Canadian might, because of language differences, reveal spelling or grammar deficiencies in a resumé or cover letter. Guard against this possibility by asking for feedback.



If you're a recent immigrant...

The publication *Working in Alberta* will be very useful. To view or order visit:

- alis.alberta.ca/careershop

For useful tips visit:

- alis.alberta.ca/tips