*Font and Style is something you should research, but the ones that are listed as Top 10 are typically not flashy or odd. Don’t let some fancy font distract your audience from your great work. One-page resumes are not so important any more – strive for a two pager.*

*\*Please note that the setup you use will depend on your experience and you will change it a lot throughout your career. I can’t give you a perfect resume here because you all have different experiences. For now,* ***your sole objective should be to highlight your sociological selves.***

**First and Last Name**

Street Address

City, Province, Postal Code

Phone Number

Email Address

LinkedIn and/or Twitter Addresses

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVE**

*Briefly state your career/work objectives and summarize the skills that you have and that you will provide to the organization. Example:*

Accomplished, motivated, and highly skilled recent graduate seeking employment in *(list the industry/organization)*. Excellent research, analytical, problem-solving, and communication skills with a strong background in sociology. Excited to leverage current expertise, learn new skills, and take on new challenges. I am prepared and eager to work independently or with a team to address workplace, community, and equity issues in a professional setting.

**EDUCATION**

*List your degree, major and minor (if you have one), the dates, the University, and your GPA (if 3.0 or above), and a brief description of your major and minor. Example:*

**Bachelor of Arts Degree**  2018-2022

Major in Sociology

Mount Royal University

Graduated with a 3.5 GPA

The Sociology degree developed my skills for analyzing individuals, groups, and social institutions within society. I have acquired extensive theoretical, conceptual, and methodological skills. My minor in \_\_\_\_\_\_\_\_\_ enabled a practical application of these skills.

**SKILLS AND COMPETENCIES**

*Briefly list some of the high-level skills you acquired in the program.*

*This can be shortened depending on specific projects can list.*

*Example:*

* Research Design: Adept at developing research proposals, understanding the ethical practices of dealing with human subjects in research, and recruiting participants
* Data Collection: Experience conducting quantitative and qualitative research including surveys, interviews, focus groups, and observations
* Data Analysis: Skilled at entering, computing/coding, analyzing, and interpreting basic and high level quantitative and qualitative data using numerous software programs including SPSS, Stata, and NVivo
* Report Writing: Proficient in summarizing original and secondary data findings, writing reports, leading presentations, ad making recommendations based on findings
* Theoretical and Practical Application of Knowledge: In-depth understanding of dimensions of diversity in relation to gender, race, social class, and age, as well as ways that macro and micro social institutions, structures, and processes influence social behavior. *\*This can be stronger/more specific depending on the setting and job.*

**MAJOR PROJECTS/FIELD SCHOOL/RESEARCH EXPERIENCE/SERVICE**

*List any major projects you have done such as an Honors thesis, field schools, and working as a Research Assistant, the date, and a brief description. Example:*

*\*Many of you may not have the opportunity to do a field school or Honors project. That is OK as you probably have a lot of other sociological experiences.*

**Sociology Field School - Disaster Service Learning** 2022

New Orleans, Louisiana

Spent three weeks in an immersive and experiential learning opportunity in New Orleans to learn about the work of disaster recovery. Gained hands-on experience learning about the flood affected communities and neighborhoods, meeting with community officials, and participating in the building of homes with Habitat for Humanity.

*In your letter, talk about the project you did more specifically in the community and how closely you had to work as a team and collectively support each other in a different or disaster impacted community as well as work in a new community. Employers want to know that you can handle travel (maybe), teams, lots of types of settings, communities, and projects.*

**Student Research Assistant – for Dr. Tom Buchanan** 2021-2022

Worked on Advanced Data Analysis Project using the *Parenting Crowdsourcing: Impacts of COVID-19 on Canadians-Parenting During the Pandemic, 2020* dataset. This work was funded by Faculty of Arts (MRU) Undergraduate Student Assistance Fund.

Presented work with 3 other student research assistants at MRU’s Research and Scholarship Days. *(Insert title here)* April 2022

*List any major class projects where you, for instance, researched a social problem in a community, analyzed a nationally representative secondary dataset using software, submitted a report, presented your findings, worked on smaller datasets using qualitative methods with stakeholders, interviewed anyone, worked with a team, etc.*

*List any work you have done outside of a class (or part of independent study) with a professor or professional in university where you have worked on research.*

**VOLUNTEER EXPERIENCE/SERVICE/KEY TRAININGS**

*List all volunteer experience, including position, organization, dates, and description of responsibilities.*

**Sociology and Anthropology Anti-Racist Working Group** (*SAARWG*)

Invited Student Ambassador 2021 – 2022

Worked with group of MRU faculty, staff, and students in advocating for funding for racialized student workshops, designated space, and training for faculty.

*Have you been on any student committees?*

*Is there a student peer tutoring office at your school or in a community in your town?*

*Did you go to any webinars during the pandemic? You could list them under key training or training and certificates.*

*Do you have any certifications such as First Aid or other safety training?*

**AWARDS/SCHOLARSHIPS**

*List all awards and scholarships including name of award/scholarship, description of the award/scholarship, and dates. Examples include the “Outstanding Sociology” award, the “Arts Citizen Cup Award”, etc.*

**WORK EXPERIENCE**

*List all work experience including position, place of employment, dates, and description of responsibilities.*

*Think hard about the responsibilities. For instance, I spoke with a student who was tending bar while in school. He didn’t think it was important, but it turned out he also did all the purchasing and budgeting for the bar section and managed the shift organizing for servers. This is the important part of that experience.*

**REFERENCES**

*List the names of three references (these could be professors, employers, names of individuals from volunteer organizations where you volunteered, etc.*

Note. A professional courtesy is to first ask the referee before using them as a reference. You don’t have to ask them for every job application. However, if you know that references will be contacted, then it is not only a courtesy but also more effective, to let your referees know. Given the pandemic, office numbers for references are no longer reliable. Be sure to list emails as preferred contacts for your references.