



The **SCALES**
Essential Skills
Resume Statement
Tool

The CONNECT SCALES Project:
Supporting the Canadian Advancement of
Literacy and Essential Skills

How to write an effective Essential Skills Resume Statement

A What?

This guide is designed to provide a simple, easy, user-friendly formula to write effective Essential Skills resume statements.

But Why?

Your resume is a tool that will help you in your career journey. Being able to state your skills clearly and accurately is often the biggest challenge when writing a resume. The HRSDC Essential Skills Profiles provide in-depth descriptions of work tasks relating to each of the nine Essential Skills.

OK...But How?

By using this simple guide, and knowing your work/occupational choice, you will be better able to highlight your Essential Skills in your resume and impress employers.

Essential Skills? What are those?

There are nine Essential Skills identified for success in the Canadian workplace:



Reading



Document Use



Thinking



Writing



Numeracy



Working With Others



Oral Communication



Continuous Learning



Computer Use

These nine Essential Skills can be found in all jobs. You can show off your knowledge about the job by integrating these skills into your resume. Continue on to find out how!

How to Use This Tool?



1

Identify the job that you want to apply for!

When you have decided on the occupation, you'd like to apply for, visit the Essential Skills Profiles at <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml> or use the [SCALES Accessing the Essential Skills Profiles Tip Sheet](#).

The Essential Skills Profiles provide in-depth descriptions of work tasks relating to each of the nine Essential Skills. If you have experience with the skills identified in the Essential Skills Profile use this easy formula found on the next pages to write an effective statement. Remember to write the statements from **YOUR** experience, not directly from the wording of the task description.

Hint:

- If you cannot find the specific Essential Skills Profile, speak with your career practitioner about locating alternative Essential Skills Profiles.
- You may also wish to review past jobs using the Essential Skills Profiles to find transferable skills and use the tasks statements in your resume that are relevant for your new position.

This Resume Statement Tool also provides a practice exercise, examples of resume statements, and a sample resume that highlights Essential Skills statements.



**With practice, you will be
ready to write a resume
that demonstrates powerful
Essential Skills!**





Let's look at a practice exercise

You're going to apply for a job as a food and beverage server. Find the Essential Skills Profile and the "Most Important Essential Skills". Choose one of the most important Essential Skills to start.

It looks like Numeracy is important! Food servers need Numeracy.

Human Resources and Skills Development Canada
www.hrsc.gc.ca

Home > Skills > Literacy: Essential Skills > Search the profiles > Profiles > All Profiles > Profiles Description

Essential Skills

Food and Beverage Servers

NOC 6453

Introduction
Food and beverage servers take patrons' food and beverage orders and serve orders to patrons. They are employed in restaurants, hotels, bars, taverns, private clubs, banquet halls and similar establishments.

The most important Essential Skills for Food and Beverage Servers are:

- Numeracy
- Oral Communication
- Job task planning and organizing

Document Sections

- Reading Text
- Document Use
- Writing
- Numeracy



Select a Numeracy work task statement that corresponds to YOUR experience

I've done this! I've estimated the number of tables needed to serve a group!

Budgeting & Accounting Math			
Measurement and Calculation Math	1		
Data Analysis Math	2		
Numerical Estimation	1 to 2		<ul style="list-style-type: none"> • in some locations, may cash tickets from video lottery terminal (VLT) machines. (Money Math), (1) • total bills, adding on the provincial and federal taxes. (Money Math), (2) • may keep a separate account of payments made with cash or with credit cards. (Scheduling, Budgeting & Accounting Math), (1) • may measure alcohol to mix drinks. (Measurement and Calculation Math), (1) • may calculate average sales of a product (e.g., alcohol) over a set period. (Data Analysis Math), (2) • estimate the number of tables that will need to be put together to serve a group. (Numerical Estimation), (1)

→

Example: In this case, the verb is "estimate", so we'll change "estimate to estimated".



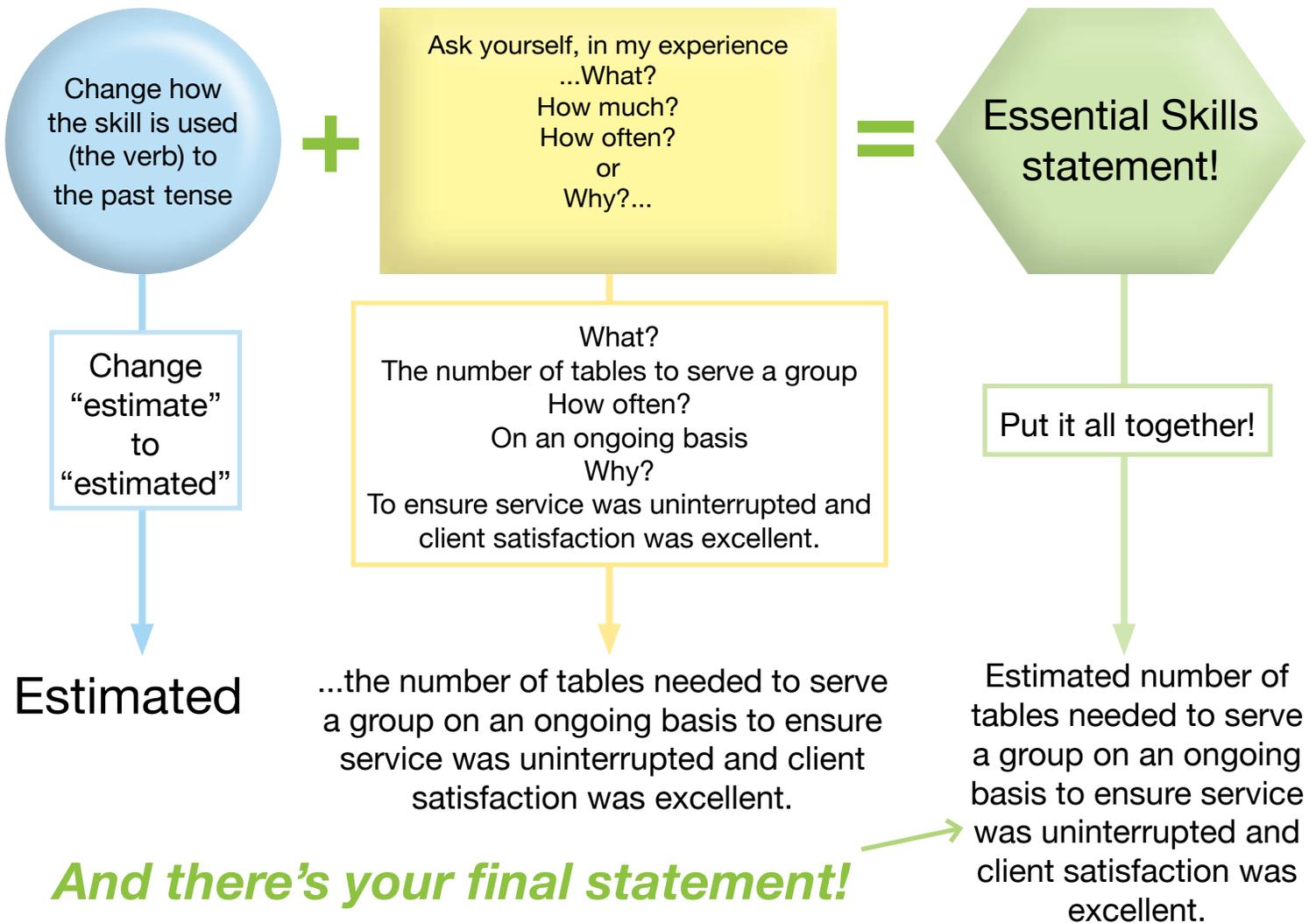
Get specific

Now it's time to get specific. Ask yourself what, why, how much, or how often have I performed the task.

Example: I estimated the number of tables needed to serve a group on an ongoing basis to ensure service was uninterrupted.



Now, just apply the formula to create your resume statement!



So...Now What?

Now, let's try the formula to write an effective Essential Skills resume statement:

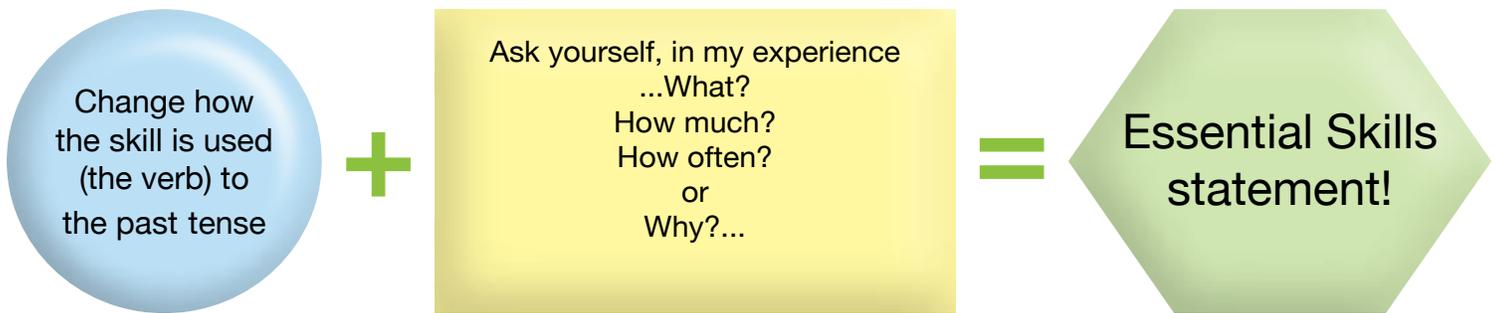
First, what is your work/occupational choice? _____

Next, visit the HRSDC Essential Skills Profiles at:

<http://www.hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml> and find your occupational choice.

Identify what are the 3 most important Essential Skills for this occupation as stated in the Profile or the job posting:

1. _____
2. _____
3. _____



Statement to include on my resume

Statement to include on my resume

Statement to include on my resume

THE FINISHED PRODUCT!

Jane Doe
123 Employment Street
Somewhere, Canada
(xxx) 123-4567

PROFILE

A dynamic self-starter who works well in teams and focuses on excellence in customer service. Strong oral communication skills along with a keen sense of pride in a job well done! Seeking an exciting opportunity in the Food and Beverage industry.

HIGHLIGHT OF SKILLS

- Greeted customers cheerfully and took their food and beverage orders while often recommending selections from the menu that were best sellers or on special.
- Decided, on occasion, if a customer had consumed too much alcohol and, if he/she should not continue to be served or if a taxi had to be called to provide a safe ride home.
- Worked cooperatively with other restaurant staff, such as kitchen and bar staff, to provide excellent customer service for all clients.
- Estimated the number of tables to serve a group on an ongoing basis to ensure service was uninterrupted and client satisfaction was excellent.

RELEVANT EXPERIENCE

Server	John's Lunchbar, Anywhere Canada	2010 - 12
Hostess	Fancy's Restaurant, Somewhere Canada	2008 - 10
Head Waitress	ABC Private Dining Room, Somewhere Canada	2006 - 08

EDUCATION

Certificate in Hospitality Mgmt	123 College, Anywhere Canada	2010
Graduated Grade 12	ABC High School, Somewhere Canada	2008

This is just one sample to demonstrate Essential Skills statements. Not all these statements are taken directly from the Profile. They are written according to the individual's experience.

There are many styles of resumes to choose from. Some suggested web sites for resume styles include <http://www.jobbank.gc.ca/intro-eng.aspx> and <http://www.resumetemplates.org/>.