



Dr. B. Duncan McKinlay
Psychologist

London, ON, Canada
url. www.lifesatwitch.com

Website:

Tourette Syndrome • OCD • ADHD
Sensory • ODD • IED/ 'Rage'

Publishing:

*Nix Your Tics! Eliminate Unwanted Tic Symptoms:
A How-To Guide for Young People*

RESUME/CURRICULUM VITAE SUGGESTIONS

- leave off references; simply say “available upon request”, and have separate reference list.
- print on attractive paper; if it is slightly larger than the normal 8.5 by 11 it will LITERALLY stick out.
- the body of a resume or CV should be no longer than 2 pages; CV’s may have additional pages for “Statement of Occupational Goals” and “Publications and Presentations”.
- use “employer words” when referring to yourself like initiated, instigated, independently, developed, designed, implemented, and organized.
- put items under each heading in chronological order. Start with the most recent item (job, award, degree) and work your way backwards.
- try to establish a record that shows that you stick to what you start, excel when you do it, and have been this way for a reliable and consistent amount of time.
- make cover letters. Individualized letters for each employer are best because they show you put some effort into your application. If you make a “blanket” letter, at least personalize it. A good compromise is to make “blanket” template letters, with a few individualized portions in each.
- don’t “suck up”: employers have seen it all, know all the tricks, and often find honesty refreshing.
- many employers use little “tricks” of their own in hiring, like finding out how you interacted with his secretary. Always consider yourself under scrutiny when applying for a job: even how you present yourself when bringing IN the resume may count!
- try to make something about your cover letter, resume, and/or CV memorable: you need to stand out in his/her mind. Even a frankness and openness about personal obstacles (e.g. ADHD) and how you are overcoming them can make an lasting and positive impression.
- think about what kind of job you are applying for (i.e. what type of work) and frame your work experience/ background to reflect what the employer would be looking for in that job. As an illustration, if you are applying to a music store, you would emphasize your customer service experience if applying for a cashier position, but you would emphasize your ability to fix instruments and work with fine tools if you were applying to be a repairman!
- never use abbreviations.
- use point form, but ensure that you write full and complete sentences.
- don’t crowd the page; use a reasonable font and organize using a simple layout with big margins and single-spaced. Leave lines between headers.

GOOD LUCK!!