

RESUME PREPARATION FORM

Contact Information

Full Name

Address

Community, Province

Postal Code

Telephone Number

Email Address:

EXAMPLE

Jane Doe
99 Colwill Boulevard
Sherwood Park, Alberta
T8A 4V5
(780) 467-0044
janedoe@anymail.com

Employment Objective

Outline your employment goal with three relevant skills and three relevant attributes

EXAMPLE

Objective: Student seeking part-time employment as a DELIVERY DRIVER with a local restaurant. Offering customer service skills, proper food handling experience and current class 5 license with reliable transportation. Punctual, responsible and personable.

Summary of Skills

Create a list of at least 10 skills that you know are important to the position and then create detailed statements outlining your abilities to match. Take each skill and provide a detailed statement of how you used that skill. Be sure to include the benefit to the employer with each statement to showcase your value.

<i>EXAMPLE</i>	
Skill	Statement on Resume
Customer Service	Served up to 150 customers daily at local Farmers' Market courteously to improve sales and repeat customer visits
Safe Driving	Two years country, highway and city driving experience with no accidents or traffic violations
Time Management	Responsible to prepare practice schedules as Captain of volleyball team; coordinated the schedule with 15 players and reconciled it to school activities as well as other bookings in the gymnasium
Cash Handling	Received cash, credit and debit card payments from customers and counted back change accurately; responsible for a cash float with no shortages in two summers
Team Work	Recognized for team work and leadership skills demonstrated over three years with the Boy Facey Volleyball Team; assigned Captain in senior year
Organization	Coordinated catering and facilities for over 400 students, parents and community members at the Christmas 2003 presentation of the theatre presentation of SCROOGE

Break skills into categories that are important to the employer such as:

Customer Service Skills
 Communication and
 Interpersonal Strengths
 Leadership Skills
 Teamwork Experience
 Sales Achievements
 Tools and Equipment

Driving and Machinery Operation
 Computer Skills
 Technical Abilities
 Business Experience
 Working Attributes
 Organizational Skills
 Care Giving/Child Care Experience

Present categories in order of priority to the employer.

Formal Education

Grade

School

Community, Province

Accomplishments

Grades

Relevant Classes

Extracurricular Involvements

Scholarships and Awards

Example

Grade 12 Student Graduating 2005

Bev Facey Community High School, Sherwood Park, Alberta

- Honor Roll Student since 2001; Rutherford Scholarship Candidate
- Completed Foods 10, 20 and 30 with grades over 85%
- Member of Senior Girls Volleyball Team currently competing at the Provincial Level after having won Regional Championships
- Member of Drama Club; performed in Christmas 2003 presentation of SCROOGE
- Skilled in MIG and TIG welding through Welding 10, 20 and 30 courses

Experience

Position

Employer

Dates

Community and Province

Overview of work

Accomplishments and Promotions

Example

Server 2002 to 2004
 McNally's Restaurant Sherwood Park, Alberta

- Promoted from Bus Person after only four months employment
- Responsible to serve food and beverages in this family restaurant
- Prompt and courteous; recognized as Employee of the Month for positive customer feedback

Welder's Helper 2002 to 2004
 Vinnie's Flat Rods Sherwood Park, Alberta

- Responsible to prepare materials and tools for each day's work
- Safety conscious worker; understand work site safety and personal protective equipment

Present Work History in reverse chronology – most recent first. Students can use this section to demonstrate High School Work Experience as well as Volunteerism.

Personal Data

Hobbies and Interests

Memberships

Volunteer Activities

EXAMPLE

Interests and Activities

- Fullback for the Girls Community Recreational Football team, responsible to develop practice schedules for the team
- Member of the North Central Community Theatre Troupe, Props Master for community dinner theatre productions
- Volunteer with the Heart and Stroke Foundation, raised over \$2000. dollars toward research

Conclude resume with:

Portfolio and Reference Letters Available at Interview