

SKILLS & ABILITIES

LEADERSHIP ACTIVITIES

AWARDS/CERTIFICATES/ ACCOMPLISHMENTS

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AWARDS/CERTIFICATES/ ACCOMPLISHMENTS

RESUME DO's AND DON'Ts

On average, an employer will spend less than 3 minutes reviewing your resume.

DO make your resume layout easy to read, neat and orderly.

DO keep your resume short and to the point. One page or two pages at most.

DO make section headings stand out by using caps or bold.

DO proofread carefully. Misspellings and typos are deadly on a resume.

DO make sure you have your references' permission to use and make them aware they may be contacted.

DON'T list references right on your resume, list on a separate page.

DON'T type your resume on brightly coloured paper.

DON'T include personal information on your resume.

DON'T overlook extra-curricular activities you participate in and the skills and awards you have gained as a result.

DON'T exaggerate the truth or put anything on your resume that you can't explain or back up.



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Pocket Resume

PUTTING YOUR RESUME TOGETHER

Employment Objective: The purpose is to tell an employer what you want to do. Adjust your objective to the type of job or industry you are applying to.

Education: List current education & any workshops you have attended, special courses or school subject areas you have focussed on.

Skills: What demonstrable skills you have developed as a result of work, life or volunteer experience. Eg. Software programs, languages spoken.

Work Experience: Gained from all paid jobs you've had. List chronologically your employer, their contact information, your responsibilities & duties. List most recent first.

Volunteer Experience: Same layout as work experience but gained through unpaid jobs.

Awards/Certificates/Accomplishments: School or extra-curricular awards received, certificates and any major accomplishments you've made, eg. Honour Roll, music lessons.

Hobbies/Interests: What you like doing in your free time (only list if there is room on your resume or if you need to fill the page).

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Sample Resume

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Name
(City, Province)
Email
Telephone #

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EMPLOYMENT OBJECTIVE

To find a part-time job to further develop my working skills while continuing to complete my education.

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EDUCATION (any education/courses you have ever participated in)

- Currently enrolled at Guildford Park Secondary School studying grade 11.
- Language lessons in Mandarin.
- Surrey District Partnership Program in the Carpentry Apprenticeship.

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SKILLS (list any skills you have developed as a result of work/volunteer/life experience)

- Bilingual in English and Mandarin
- Proficient using Microsoft Word, PowerPoint, Publisher
- Video editing with Premier
- Operation of cash register and cash out system
- First Aid
- Leadership role (Member of Student Council)

SKILLS (list any skills you have developed as a result of work/volunteer/life experience)

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- Proficient using Microsoft Word, PowerPoint, Publisher
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- Operation of cash register and cash out system
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WORK EXPERIENCE (ANY work experience you've ever done – most recent at top)

Jul 2013-Present

Counter Person, Tim Horton's Restaurant

- Take and provide customer food requests
- Cash register management and cash-out
- General cleaning and maintenance of restaurant and food prep areas
- Customer Assistance

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Jul 2013-Present

Counter Person, Tim Horton's Restaurant

- Take and provide customer food requests
- Cash register management and cash-out
- General cleaning and maintenance of restaurant and food prep areas
- Customer Assistance

Mar 2012-Dec 2012

Newspaper Delivery Person, NOW Newspaper

- Delivered newspapers
- Customer service
- Packaged flyers into papers

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- Delivered newspapers
- Customer service
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VOLUNTEER EXPERIENCE (ANY volunteer experience you've ever done – most recent at top)

Sep 2011-Jun 2012

Library Monitor, Ellendale Elementary

- Checked books in and out for students
- Sorted books using Dewey Decimal system
- Shelved books

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Sep 2011-Jun 2012

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AWARDS/CERTIFICATES/ACCOMPLISHMENTS (anything accolades you have received in and out of school)

- Honour Roll Grade 10
- St. John's Ambulance First Aid Level 1 Certificate (date)
- Food Safe Certificate (date)
- MVP for Jr. Basketball Team

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