

Résumé purpose: to help you obtain an interview

Your Name

Any Street, Any Town, New Brunswick E9Q 4J5
(Cell) 506-333-3333 (Home) 506-777-7777

Related Skills & Knowledge

- Technology Course
- Metals Fabrication Course
- Framing & Sheathing Course
- Hand Tools
- Power Tools
- Framing
- Soldering
- WHMIS
- First Aid & CPR

Work/Volunteer Experience

Job title – Company Name

- **Contribution or achievement**

200? – 200?

Education

Student – *Name of High School*

- List any special awards or achievements such as student of the month, most improved, etc.
- Upper level math and science courses

2010 – Present

Extra-Curricular

2010 – Present Set Design and Building, Drama Club *(What it says: Technical)*

2010 – Present Weight Lifting *(What it says: Physically capable)*

2008 – 2009 School Boy Hockey *(What it says: Team Player)*

- MVP Award (2008)

References

Name
Title, Company
Relationship
Contact information

Name
Title, Company
Relationship
Contact information

Name
Title, Company
Relationship
Contact information

Your name should stand out. Only use phone numbers and email addresses that are professional in tone and checked frequently.

Short bulleted list of **RELEVANT** skills you want to highlight. You may have developed these skills or learned this information at school, work, team/club involvement or through volunteering.

List your jobs in reverse-chronological order, starting with the most recent job first.

Work experience does not have to be limited to paid employment.

Were you employee of the month? Did you receive good evaluations from your supervisor or customers? Be sure to mention this.

List any special awards or achievements. You can also note here that you are taking upper level courses.

Include extra-curricular involvement that shows the employer your skills/abilities/traits etc.

Ask people if they would be a reference for you BEFORE listing them as a reference. Ensure they are prepared to give you a GOOD reference first. Just because they like you as a person, doesn't mean they like your work or work ethic.

Really want to stand out? Tell the reader what the reference can say about you.

A few key points about creating an effective résumé:

Check spelling, grammar, and punctuation.

Do not include: age, sex, race, religion, ethnicity, social insurance number or photograph

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Related Skills & Knowledge

- | | |
|------------------|--|
| Technical | <ul style="list-style-type: none"> • Culinary Tech Course • Food Prep • Food Safety • Baking |
| Customer Service | <ul style="list-style-type: none"> • Bilingual (English/French) • Comfortable explaining information to others (Science Class) • Demonstrated ability to make presentations (English Class) |
| Cash | <ul style="list-style-type: none"> • Good basic math skills; ability to make change quickly and correctly • Computer Applications: MS Word, Excel, Outlook |
| Professionalism | <ul style="list-style-type: none"> • Excellent attendance • Consistently on-time for classes • Demonstrated ability to complete tasks/assignments on time |

Education

- Student** – Name of High School 2010 – Present
- List any special awards or achievements such as student of the month, most improved, etc.
 - Upper level math and science courses

Extra-Curricular

- | | |
|----------------|---|
| 2010 – Present | Set Design and Building, Drama Club <i>(What it says: Technical)</i> |
| 2010 – Present | Weight Lifting <i>(What it says: Physically capable)</i> |
| 2008 – 2009 | School Boy Hockey <i>(What it says: Team Player)</i> <ul style="list-style-type: none"> ▪ MVP Award (2008) |

References

- | | |
|---|--|
| Name
Title, Company
Contact information | This reference can speak to my ability to complete tasks on time and work effectively as part of a team. |
| Name
Title, Company
Contact information | This reference can verify my excellent attendance, good grades and ability to give presentations. |
| Name
Title, Company
Contact information | This reference can verify my excellent customer service skills. |

Your name should stand out. Only use phone numbers and email addresses that are professional in tone and checked frequently.

Short bulleted list of **RELEVANT** skills you want to highlight. You may have developed these skills or learned this information at school, work, team/club involvement or through volunteering.

Think about what kind of skills are related to the type of job you are applying for.

Show the employer that you can do the job even though you don't have direct experience.

Explain where you developed/demonstrated the skill makes it more credible.

List any special awards or achievements. You can also note here that you are taking upper level courses.

Include extra-curricular involvement that shows the employer your skills/abilities/traits etc.

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