**Your Name**

Your Address, City & Postal Code

Your Phone Number (home and / or cell)

Your E-mail address (work appropriate)

**OBJECTIVE:** To obtain a part-time position and contribute to your company with my hard work,

dedication and positive attitude. **(put qualities that you think describe you the best)**

**EDUCATION:**

**Kwantlen Park Secondary,** Surrey, BC - **List Grade Currently in** (ie. Currently in Gr. 10)

**Optional to include, but recommended:**

* Best class(es) and %
* Honor Roll (incl. dates or school year)
* Super G Student (excellent work habits) (incl. dates or school year)
* In-School volunteering (incl. volunteer activities, dates or school year)
* School clubs (incl. name of club, dates or school year)
* School sports teams / intramurals (incl. type of sport, dates or school year)

**EMPLOYMENT EXPERIENCE:**

**Put Company Name here** (ie. Starbucks, Central City Mall, Surrey, BC)Dates of Employment

* Describe your job description/experience in a point form list

**VOLUNTEER EXPERIENCE:**

**Put Volunteer Organization here** (ie. City of Surrey) Dates of Volunteering

* Describe your volunteer experience in a point form list

(Note: Kwantlen Park Volunteering can be listed here or under the Education section)

**SKILLS / ATTRIBUTES: (Only put skills / attributes that describe you – p. 6 Resume Booklet)**

* Dependable, honest and responsible
* Reliable, loyal and trustworthy
* Hardworking, motivated and dedicated
* Excellent communication skills / listening skills
* Flexible and willing to learn new things
* Good time-management skills
* Skilled at working independently and as part of a team

**ACHIEVEMENTS / AWARDS / CERTIFICATES:**

* Food Safe Level 1 – Certificate (For example) Date of Certification
* Serving it Right – Certificate (For example) Date of Certification
* Sports Provincial Champions (For example) Date / Year
* Team Most Valuable Player (List Sport) (For example) Date / Year

**LANGUAGES:** Only include this section if you speak more than one language fluently

**INTERESTS:** List things you are interested in – ie. Art, music, dance, theatre, sports, cooking, travel

**REFERENCES**: Available upon request