**Name** (Bold 16 font)

Address

City, BC Postal Code

Telephone number

e-mail address (as long as the e-mail address is business-like)

**Employment Objective:** (Titles in bold – do not underline)

To gain experience in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which will enable me to utilize and further develop my skills. My career goal is to become a \_\_\_\_\_\_\_\_\_\_\_\_.

**Education:**

**École Panorama Ridge Secondary School**

Currently enrolled in Grade 11, Co-op Program, (etc.)

Honour Roll student (if currently on Honour Roll)

P.E. Leadership, Peer Tutoring, (etc.)

**Attributes and Skills:**

* Honest and reliable
* Enjoy working with the public
* Excellent time management and organizational skills
* Computer skills include: MS Word, Excel, Desktop Publishing
* Physically fit to do demanding work

**Certificates and Awards**

* SuperHost Certificate
* St. John Ambulance First Aid Certificate
* Driver’s License
* Student Council 2006
* Most Valuable Play Surrey Baseball Association 2005

**Work Experience:** (Start with most recent and work backwards)

April 2009 - **Surrey RCMP**

May 2009 Work Experience Placement

Assisted the general public, prepared paperwork, answered the telephone and assisted with filing reports.

Feb 2008 - **Sport Chek**

March 2009 Sales Clerk

Priced new items, shipping and receiving, stocked shelves.

Jan 2007 - **Animals and Birds Care Home**

Jan 2008 Caretaker of rescued birds and animals

Feeding, cleaning cages and assisting the Veterinary Technician.

**Hobbies and Interests:**

* Playing Baseball and Hockey
* Member of the Canada Shotokan Karate Club
* Reading books and listening to music
* Drawing and painting

**References:**

Mrs. Math École Panorama Ridge Secondary

Teacher

604-595-8890

Mrs. Boss Sport Chek

Sales Manager

604-555-5551

Mr. Goal Surrey Eagles

Hockey Coach

604-555-5552

*NOTE: TRY TO CHOOSE THREE DIFFERENT TYPES OF REFERENCES. REFERENCES CAN BE LISTED ON A SEPARATE PAGE IN ORDER TO ACCOMMODATE CHANGES. THAT WAY, WHEN YOU ADD OR DELETE PEOPLE FROM YOUR REFERENCE LIST, YOU DON’T HAVE TO RE-DO THE LAST PAGE OF YOUR RÉSUMÉ.*

**SIMPLE RÉSUMÉ SAMPLE #1**

**Terry Smith**

1234 Any Street

Surrey BC V3R 2L5

604-588-6934

*email address*  (Only if it is not silly)

**GOAL(S):** To obtain an entry-level position as \_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_

*If it relates to the job, you may state here any plans you have for Post-Secondary Education.*

*The goals should apply to the needs of the employer.*

**EDUCATION:** Currently enrolled in grade \_\_\_ at École Kwantlen Park Secondary, Surrey

**WORK EXPERIENCE:** List employers and positions you have held, or presently hold from **present** to the **past**. Leave out this section if not applicable. Set up is identical to Volunteer Experience.

**VOLUNTEER EXPERIENCE:** (*See Action word page for ideas)*

September 1999 to Present École Kwantlen Park Secondary, Surrey

* Referee soccer games
* Organize recycling program throughout the school
* Assist in schools’ Multicultural and Craft Days

July – August 2000 SPCA, Surrey

* Answered phone
* Cleaned kennels
* Walked dogs
* Fed animals

**SKILLS / ATTRIBUTES:** (*Skills, attributes which relate to employer should be at top of list)*

* Computer literate
* Enjoy working with people
* Well organized
* Completed Food Safe Level I
* Completed Basic First Aid

**INTERESTS:** (*Interests related to employer should be at top of list)*

* Hiking
* Swimming
* Camping
* Sports
* Reading

**REFERENCES:** AvailableUpon Request

*This insert is considered by some to be optional although having a reference page is* ***not*** *optional.*

***\*\*Before preparing a separate page of references, please get approval from the individuals to use their names.\*\****

**Sample Résumé #2**

**Brianna Maxwell**

Box 6412

Edmonton AB T6E 1X7

(780) 888-5521

E-Mail: [bmaxwell@hotmail.com](mailto:bmaxwell@hotmail.com)

**OBJECTIVE**

To acquire a position in Office Administration in order to make a difference to the bottom line of the company by offering superior customer service and skills

**EDUCATION**

1. Clerk Typist Course Yellowhead Region Education Consortium

1976 Small Business Accounting Lakeland College

Other courses: Computer training, Customer service, Employment standards, Credit operations and collections, WCB workshop, Bookkeeping/payroll for small business

**SUMMARY OF QUALIFICATIONS**

* Over 15 years experience in Office Administration
* Developed strong organizational, time management, customer service, technical, computer, bookkeeping, telephone and overall office management skills

**EMPLOYMENT HISTORY**

**1999 – Present Canadian Tire Edmonton, AB**

**Service Representative**

* Customer service and follow-up
* Supervised Service Department
* Responsible for depot returns and special orders

**1992 – 1999 Black Office Systems Edmonton, AB**

**Office Administrator**

* Responsible for overall office administration and customer relations
* Proficient in Excel, Rbase, Simply Accounting, Word
* Filing, typing, accounts receivable and payroll

**1985 – 1992 Kings Auto Body Edmonton, AB**

**Office Administrator**

* Responsible for overall operation of office
* Computerized accounting
* Word processing
* Customer service and receptionist

**INTERESTS**

Organizing, reading, camping, fishing, travel

**REFERENCES**

Available upon request

