

RESUMÉ TIPS

NAME (FIRST AND LAST)

Explain what work you would like to obtain in one or two brief sentences. Notice how this concise example contains 3 important pieces of information!



Street Address
City, Province
Postal Code
Phone number
Email Address

This is the only contact information you should need!
Tip: Ensure that your email address is simple, appropriate, & professional.



OBJECTIVE

I am a student-athlete seeking a full-time summer position in the customer service industry.

WORK EXPERIENCE

Starbucks: Customer Service

May 2018-February 2019

- Opened and closed the cash register
- Greeted customers and processed their orders
- Maintained a tidy work station
- Sanitized the restaurant area and machines

List your most recent work first if you have multiple jobs to enter.



EDUCATION

Aden Bowman Collegiate

September 2017- Present

- Completing high school diploma in June 2021
- Honour Roll in Grades 10-11
- Active in Soccer, Robotics Club, Debate Team, and Badminton

List your secondary school experience & any accomplishments you've had at school



VOLUNTEER WORK*

Saskatchewan Jazz Festival

June 2020

- Runner for merchandise tables
- Set up stages

Use same format as Work Experience
If you have multiple experiences, you may simply list each item





SKILLS AND INTERESTS*

- Fluent in three languages (English, French, Mandarin)
- Excellent interpersonal communication skills
- Hobbies include creating apps, woodworking, hockey, swimming, and reading
- Proficient with Microsoft Office (Excel, MS Word) and Apple (Keynote, iMovie)
- Enthusiastic about working with children



List 5-6 skills &/or interests that would make you a good employee

Note: If you have a lot of work & volunteer experience, you shouldn't need this section



AWARDS AND CERTIFICATES*

- WHMIS training (2020)
- Provincial Debate Award (2019)
- Royal Conservatory of Music: Grade 8 Piano (2016)

REFERENCES

Mr. Bob Smith
Soccer Coach
 (306) 555-5555
 bob.smith@emailaddress.com

Ms. Important Person
Teacher
 (306)123-1234
 important.person@gmail.com

Mrs. Very Important
Building Manager
 (306) 234-2345
 very.important@gmail.com



Provide three names with each person's position, phone number, & email address.

Make sure that you choose your references wisely and that you confirm that each person is willing to help you!



Notes:

- There are seven sections on this example. Sections marked * are sections that are optional depending on the detail you add to the required sections
- Be brief in your descriptions. Some employers will be reading many applications! Except for your "Objective statement", write in point form
- Be honest with the information you include!
- Use active words that sell your skills and abilities (first word in each bullet point)
- Limit your use of "I" statements
- ALWAYS have at least one **reliable** person proofread your document. Even one small error could be the difference between you being hired versus another candidate
- NEVER include a photograph or personal information that is not listed on this document.
- Your document should not exceed two pages when applying for jobs. This may be different when seeking a career
- Format the document so that sections don't break up and continue on the next page (Notice that "Awards and Certificates" doesn't start on one page and continue on another)
- If you email your document or uploaded to an employer's site, save it as a PDF and use your name in the file name when you save your document. Ex. "BobSmithResume.pdf"
- Do not double side your document. Print multiple pages and staple them together neatly
- Ensure that your resume is always readable and tasteful. If you use online templates ensure any colours, formatting, and fonts don't affect how easily a potential employer can read your document

