

Sample Resume #1

(For Students with Minimal Work Experience)

JOHN JONES

123 Log Dam Road,

Beaver Creek, BC

1Z1 Z1Z

Phone: 604-555-1234

email: jjones@beavercreek.com

EDUCATION:

Cedar Hill High School, Beaver Creek Road

Completed Grade 10 – entering Grade 11 in September

Special Courses: Drama 10, Art 10, Carpentry/Woodwork 10

SKILLS AND ABILITIES:

- Certified Lifeguard
- Sociable and enjoy working with others
- Strong public speaking and acting skills
- Basic carpentry skills
- Patient and caring with children
- Excellent organizational ability

WORK AND VOLUNTEER EXPERIENCE:

Cedar Hill High School (*June 2010 – present*)

Position: School Mascot

- Act as a mascot for all sports events at Cedar Hill High
- Entertain students and children for various school events

Buster Beaver (*May – August 2009*)

Position: Dam Cleaner

- Cleaned Mr. Beaver's office for him once a week

INTERESTS AND HOBBIES:

- Public speaking and water-polo
- Hockey – member of the Beaver Creek Junior Hockey League
- Acting – member of the Beaver Creek Youth Theatre Troupe

REFERENCES:

- Mr. Log Jam – Science Teacher – Cedar Hill High School (604-555-9876)
- Others Available Upon Request

Sample Resume #2

(For Students with More Work Experience)

SUZIE STUDENT

123 View Crescent
Richmond, BC
V4V 4V4

Phone: (604) 555-4545 email: SS@richmond.com

CAREER GOAL To acquire retail experience leading to a role in management.

EDUCATION

2010 - present Attending Grade 12 at Super Secondary School, Richmond, BC

- Subjects include: English, French, Marketing, Drama, Biology, Accounting and Life Skills
- Completed training for Superhost Fundamentals

WORK EXPERIENCE

2010 - present **Weekend Cashier**
SuperSave Drug Mart, 123 First Avenue, Richmond, BC V2V 2V2

- Hired as a stock clerk and promoted to cashier in November
- Duties include operation of store cash register and stocking shelves

2009 - present **After school Daycare**
Mr. and Mrs. Parents, Richmond, BC

- Supervise two children (6 and 9 years old) in their home after school on weekdays (3:30 - 6:00 p.m.)
- Duties include preparing snacks, organizing outings to playground, skating and swimming lessons and helping with homework

Summer 2009 **Cashier**
Ice Cream Hut, 85 Airport Road, Richmond, BC

- Took customer orders and operated cash register
- Assisted manager in preparing and decorating frozen cakes

SKILLS AND ABILITIES

- Working knowledge of spreadsheet, database, accounting software using Microsoft Office
- Word Processing (45 WPM)
- Excellent organizational and interpersonal skills

ACTIVITIES AND INTERESTS

- Swimming instructor; lifeguard qualifications
- Racquet sports and dance

REFERENCES

- Mr. John Health - Manager (SuperSave Drug Mart - (604) 555-3333)
- Ms. Cathy Cone - Supervisors (Ice Cream Hut - (604) 555-3456)
- Mr. Math Man - Teacher (Super Secondary School - (604) 555-1212)