Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CALM 20**

**Resume Preparation Form**

**Contact Information**

Full Name

Address

Community, Province

Postal Code

Telephone Number

Email Address

*Example:*

Jane Doe

Box 1234

Beaverlodge, Alberta

T0H 0C0

(780)354-9999

janedoe@anymail.com

**Employment Objective**

Outline your employment goal with three relevant skills and three relevant attributes

*Example:*

**Objective:** Student seeking part time employment as a delivery driver with a local restaurant. Offering customer service skills, proper food handling experience and current class 5 license with reliable transportation. Punctual, responsible and personable.

**Formal Education**

Grade

School

Community, Province

Accomplishments

Grades

Relevant Classes

Extracurricular Involvements

Scholarships and Awards

*Example:*

Grade 11 Student Graduating 2011

Beaverlodge Regional High School, Beaverlodge, Alberta

* Honor Roll Student since 2004; Rutherford Scholarship candidate
* Completed Foods 10 and 20 with grades over 85%
* Member of Senior Girls’ Volleyball Team currently competing at the Provincial Level after having won Zone Championships
* Member of Drama Club; performed in Christmas 2009 presentation of SCROOGE
* Skilled in MIG and TIG welding through welding 10, 20 and 30 courses

**Experience**

Position

Employer

Dates

Community and Province

Overview of work

Accomplishments and Promotions

*Example:*

Server, Boston Pizza Restaurant

2008-2010

Grande Prairie, Alberta

* Promoted from Bus Person after only four months employment
* Responsible to serve food and beverages in this family restaurant
* Prompt and courteous; recognized as Employee of the Month for positive customer feedback

Welder’s Helper, Vinnie’s Hot Rods

2008-2010

Grande Prairie, Alberta

* Responsible to prepare materials and tools for each day’s work
* Safety conscious worker, understand work site safety and personal protective equipment

Present Work History in reverse order chronology – most recent first. Students can use this section to demonstrate High School Work Experience as well as volunteerism.

**Summary of Skills**

Create a list of at least 5 skills that you know are important to the position, and then create detailed statements outlining your abilities to match. Take each skill and provide a detailed statement of how you used that skill. Be sure to include the benefit to the employer with each statement to showcase your value.

*Example:*

**Skills:**

Customer Service

* Served up to 150 customers daily at the local Farmer’s Market courteously to improve sales and repeat customer visits

Safe Driving

* Two years country, highway and city driving experience with no accidents or traffic violations

Time Management

* Responsible to prepare practice schedules as Captain of the volleyball team; coordinated the schedule with 15 players, and reconciled it to school activities as well as other bookings in the gymnasium

Cash Handling

* Received cash, credit and debit card payments from customers and counted back change accurately; responsible for a cash float with no shortages in two summers

Teamwork

* Recognized for teamwork and leadership skills demonstrated over two years with the BRHS volleyball team, assigned captain in second year

Organization

* Coordinated catering and facilities for over 400 students, parents and community members at the Christmas 2009 presentation of the theatre production of SCROOGE

Break skills into categories that are important to the employer and present the categories in order of priority to the employer.

**Personal Data**

Hobbies and Interests

Memberships

Volunteer Activities

*Example:*

**Interests and Activities**

* Halfback for the Colts Community Recreational Football team, responsible to develop practice schedules for the team
* Member of the North Central Community Theatre Troupe, Props Master for community dinner productions
* Volunteer with the Heart and Stroke Foundation, raised over $2000 toward research

Conclude resume with:

A list of references, their positions and contact information, or the following statement:

Portfolio and Reference Letters Available Upon Interview