

H. SAMPLE RESUME

Your Name

123 Anywhere
Mission, B.C. V2V 8D8
(999) 999-9999
email: name@provider.com

OBJECTIVE:

(Use one sentence to briefly describe what kind of employment you are seeking and what skills you bring to the position.)

EDUCATION

Currently in Grade 12 at Burnaby Central Secondary School
Focus Courses: *(list 3 or 4 courses that relate to the position you are seeking)*

SUMMARY OF QUALIFICATIONS

(List your attributes and qualifications related to the job opening that you may have to offer.)

- Proficient with Microsoft Office, Excel and web site design
- Accurate with money transactions
- Hard working, reliable and friendly
- Team player and leadership ability
- Professional attitude towards customers

WORK EXPERIENCE

(List dates of jobs/volunteer work you have held and job skills. List most recent first.)

Sales Associate, Joe's Department Store Start to Finish Date

- Greeted customers
- Assisted customers with selection, purchases
- Handled exchanges and returns
- Responded to customer complaints

Volunteer, Burnaby Neighbourhood House Start to Finish Date

- Supervised children
- Planned activities for children's programs
- Preparing and serving snacks

INTERESTS

(List your interests e.g. sports, music, volunteering with. . . , computers)

REFERENCES:

Name, Company, Position
Phone Number

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