

NAME

Address ▪ City/ town ▪ postal code

Contact info (cell/home) ▪ E-mail

PROFESSIONAL PROFILE ~~NOT OBJECTIVE~~

- Focus on what YOU can do for the company. Discuss what YOU'RE looking for (full/part-time)/ location and key strengths YOU CAN OFFER.

HIGHLIGHT OF QUALIFICATIONS/ SUMMARY OF SKILLS

- Indicate the years of **relevant** experience (paid or volunteer) in specific area
- Relevant education, training, and awards (if required)
- Broader skill or attribute that is stated in the job posting. DESCRIBE how you exhibited this skill: (what did you do to exhibit time management or organization?)

WORK and/or VOLUNTEER EXPERIENCE

Most recent/ Current Job title (YOUR ROLE) Year to Present

Organization City, Province

- List about 4-5 accomplishment(s) expressed as an **ACTION STATEMENT** (don't forget your Action Verb that relates to job posting)
- **ACTION VERB + WHAT YOU DID AND HOW/WHY + RESULT**
- Example: Presented a resume workshop to a group of 10-12 clients seeking assistance with writing an effective and professional resume.

EDUCATION/TRAINING

List the most relevant/ recent education/training OBTAINED Year to Year

Organization/ Institution City, Province

References Available upon Request

Jane Doe

17 Park Ave. Apt 500 • Leamington, ON • NXX XXX
519-999-0000

SUMMARY OF SKILLS

- Able to adapt to new environments
- Innovative problem-solver who can generate workable solutions and resolve complaints
- Exceptional listener and communicator who effectively conveys information verbally and in writing
- Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude
- Dependable, responsible contributor committed to excellence and success
- Trust worthy and a reliable team player who excels at building trusting relationships with customers and colleagues

EXPERIENCE

Leamington District Secondary School

Line Cook/Salad Prep - Co-op

Leamington, ON

2014 to Present

- Prepare and cook a variety of fast foods
- Prepare vegetables for salads
- Unpack and store supplies
- Clean kitchen, utensils, equipment and work area
- Handle cash and debit transactions
- Serve customers food and beverage orders
- Maintain a clean work environment at all times

EDUCATION

Completed Grade 11

Leamington District Secondary School

Leamington, ON

2014

CERTIFICATIONS/ACHIEVEMENTS

Honour Roll (Grade 10 & 11)

Participated in Student Council Committee

Leamington District Secondary School

Leamington, ON

2013 to 2014

Completed CPR and First Aid Training

Second Chance

Leamington, ON

2014

REFERENCES

Available Upon Request