

RÉSUMÉS

Your name, permanent address, phone number and professional sounding e-mail should always be at the top of the page.

Your Name

2621 Your Rd., RR #1, Coe Hill, ON K0L 1P0

613-000-0000

SUMMARY OF SKILLS

- Professional customer service skills
- Maintain cleanliness of workstation
- Proficient with cash, credit and debit card transactions
- Answer customers' inquiries about products and services
- Well-organized; complete tasks accurately and timely

A list of skills shows the employer immediately what you can do.

Each job in the work history section should include the position, company and location. You can include a brief description of your duties but this is optional. The dates should be in reverse chronological order. Use strong action words.

EMPLOYMENT EXPERIENCE

- 2006-2011 **Your Job**
Business, Bancroft, ON
- Handled cash, debit and credit card transactions
 - Provided professional customer service and product information
- 1997-2006 **Your Job**
Business, Bancroft, ON
- Shovelled snow; maintained snow-free driveways and walkways
- 1992-1997 **Your Job**
Business, Bancroft, ON
- Cut grass
 - Cut and laid sod
 - Worked in the gardens; performed duties as requested

Education should start with your high school and any education you have received after high school. It should include courses achieved, school and location. The dates should be in reverse chronological order.

EDUCATION

- 2004 **Ontario Secondary School Diploma**
North Hastings High School, Bancroft, ON

HOBBIES/INTERESTS

- Woodworking - Making Cabinets, Hanging Baskets, Night Stands

Hobbies and Interests are optional. It gives the employer a better idea of what you are interested in.

REFERENCES AVAILABLE UPON REQUEST

Two Options:
Option 1: References Available Upon Request
Option 2: Put your references on the bottom of your résumé

Other sections you may include on your résumé:

Volunteer Experience
Training and Certificates
Professional Associations
Co-op Placements/Internships
Extracurricular Activities
Awards

What not to put on your résumé:

- The word “Resume” at the top
- How much money you want
- Social Insurance Number
- Your age
- Marital status
- Your height or weight

Employers’ Pet Peeves about résumés:

- More than 2 pages long
- Typing mistakes
- Repeated information
- Fancy pictures or charts
- Wrinkled or dirty résumés

Design Tips:

- Use bullets to organize skills and duties lists
- Highlight your position and courses achieved
- Include your name on all pages
- Use a clear readable font and size
- Make sure the information is well organized
- Use a consistent format to make your résumé appealing to the eye
- Avoid using templates – obvious to employers and they are very difficult to make changes to afterwards
- Make it your own!

Other Helpful Hints:

- Make sure there are NO errors (always proofread)
- Try to keep your résumé to one page
- Do not make your résumé too wordy
- Do not sign or date your resume
- Be honest