

Resume Worksheet

Identifying Information

Name: _____

Current Address: _____

City: Winnipeg Province: Manitoba Postal Code: _____

Phone Number: (204) _____ E-mail Address: _____

Job Objective

One liner describing the job you are applying for. You should change your objective for every position.

Seeking a position as a _____ at _____.

Ex. Seeking a position as a line cook at McDonald's.

Skills and Qualifications

List 3-5 of your most outstanding strengths and abilities that relate to the position you are applying for. (include languages that you are fluent in)

- _____
- _____
- _____
- _____
- _____

Experience (either job and/or volunteer)

When describing your responsibilities and accomplishments, try to highlight areas that are specific to the job you are seeking. Start each description with an action word.

Name of Company: _____

Job Title: _____

Date Started: _____ Date Ended (if applicable) _____

Description of responsibilities and accomplishments:

- _____
- _____
- _____
- _____
- _____

Name of Company: _____

Job Title: _____

Date Started: _____ Date Ended (if applicable) _____

Description of responsibilities and accomplishments:

- _____
- _____
- _____
- _____
- _____

Name of Company: _____

Job Title: _____

Date Started: _____ Date Ended (if applicable) _____

Description of responsibilities and accomplishments:

- _____
- _____
- _____
- _____
- _____

Education

Name of School: Grant Park High School Grade/ Expected Graduation Date: _____

Other Information

Include awards, specific achievements, etc. Include dates.

Extra-Curricular Activities

Include any clubs, sports teams, interests etc. List the name of the organization and dates

References

Depending on the situation, you may write “References available upon request” but you should be prepared with a list of references in case an employer requests this information. When thinking about references, consider supervisors from previous jobs, favourite teachers, guidance counsellors, or coaches. A reference should not be friend or a member of your family. It is also important to ask permission to use a specific person as your reference and let them know when you are actively searching for a job so that they are aware that they may receive a phone call.

Name: _____

Position and Company: _____

Phone Number: (204) _____

Email: _____

Name: _____

Position and Company: _____

Phone Number: (204) _____

Email: _____

Name: _____

Position and Company: _____

Phone Number: (204) _____

Email: _____

ACTION WORDS

Use action words to describe your experience and accomplishments. You should use present tense (i.e. “manage” or “collaborate”) when describing tasks that you are still doing. Use past tense (i.e. “managed” or “collaborated”) when describing tasks that you are no longer doing.

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used

Profile Statements that show character traits, skills and talents:

Mix and Match!

But remember, a few strong points can have a better impact than a long list!
You should also be able to give examples of why you know you possess these traits/skills.

- Reliable, hardworking, and willing to learn
- Well-developed oral, written, and interpersonal communication skills
- Strong team player who is capable of working independently
- Follows directions well, quick learner, adaptable
- Friendly, enjoys being around people
- Physically fit, capable of heavy lifting
- Working knowledge of computers and various software packages
- Bilingual (Fluent in ____ and _____) – Can also be multilingual
- Detail oriented, effective problem solver
- Flexible and trustworthy
- Persistent, organized and enthusiastic
- Respectful, honest and energetic
- Assertive, punctual and thorough
- Patient, creative and considerate
- Responsible, motivated, efficient and competent
- Effective listener, able to set priorities
- Excellent rapport with customers and co-workers
- Resourceful, with a positive attitude
- Dependable and reliable
- Disciplined, diligent and efficient
- Knowledgeable in/with _____



Example Skills Based Resume for Students with NO EXPERIENCE!

No Name

123 Fake Street | Winnipeg, Manitoba
204-123-4567 | No.name@fakeemail.com

Objective

To obtain a part time position as _____ at _____ while attending high school.

Relevant Skills and Qualifications:

Communication Skills:

- Excellent Written and Verbal communication skills:
 - Writes for school newspaper
- Team player
 - Collaborated in a four-person group project in a timely manner
 - Works well with others

Leadership Skills:

- Decisive and able to delegate:
 - Leader of 3 student groups at Grant Park High School
 - In charge of assigning to tasks to members
- Creative Problem Solver:
 - Able to think on her feet
 - Excellent at addressing issues and finding solutions that benefit everyone
- Self-Motivated:
 - Honor Roll 2012-2015
 - Self-taught piano
 - Delivered weekly flyers in a timely manner

Employment (or Volunteer) History

2014 – 2015 Delivered Flyers, Winnipeg Free Press

Education

2016 Grade 11 Student, Grant Park High School

References available upon request.

Name

12-123 Street
Winnipeg, MB
A1B 2C3

Phone: (204) 000-0000
E-mail: name@name.com

Objective

To obtain a part-time position at Real Canadian Superstore, while attending high school.

Skills

- Punctual and Reliable
- Multilingual (English, French, and Thai)
- Hardworking, willing to learn new skills
- Capable of working independently

Education & Training

Grade 10	Grant Park High School	Present
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Experience

<i>Recreation Assistant</i> , Lions Manor	2013 - Present
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- Help lead and organize recreational activities for older adults
- Accompany senior citizens on outings
- Help prepare and distribute meals to residents
- General cleaning and housekeeping duties

<i>Household Helper</i> , Private Residence	2010 - Present
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- Cleaning chores including laundry, washing dishes, and household clean-up
- Assistance with grocery shopping

<i>Child Minder</i> , Private Residence	2010 - Present
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- Volunteer childcare services to friends and family members
- Take responsibility for children in areas of recreation and well-being

Extra-curricular Activities

Girl Guides	Winnipeg Branch	2007 - Present
Swimming Lessons	Pan Am Pool	2009 - 2014
Volleyball Team	Grant Park High School	2014

Awards & Recognition

Honour Roll	Grant Park High School	2014
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Name

12-123 Street
Winnipeg, MB
A1B 2C3

Phone: (204) 000-0000
E-mail: name@name.com

References

Person One
Teacher, Grant Park High School
Phone: (204) 783-7131 ext. 123
Email: personone@wsd1.org

Person Two
Basketball Coach, Grant Park High School
Phone: (204) 123-4567
Email: persontwo@gmail.com

Person Three
Youth Leader, City Community Centre
Phone: (204) 123-4567
Email: personthree@gmail.com