

1. Use the space below to write an objective for your resume. This should be 1-2 sentences either summing you and your skills up, or a specific goal you have for this business. Think about why they should pick you and not someone else, or a snapshot of who you are and what you can offer them.

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1. Use the space below to list 5 different skills/abilities you have, then list something that proves you have that skill. If you cannot think of 5, google ‘skills’, and choose from that list.

|  |  |
| --- | --- |
| Skill | Evidence |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Use this space to write down three experiences you have had (volunteer, work, or training), and how that might be useful for the place you are applying to.

|  |  |
| --- | --- |
| Experience(Place, Role, Date) | Roles/Why this could be useful |
|  |  |
|  |  |
|  |  |

1. Use this space to think of at least 2 accomplishments you have, and why they were important for you.

|  |  |
| --- | --- |
| Accomplishment | Importance of it |
|  |  |
|  |  |

1. Use this space to think of 3 adults (not related to you) who would be references. These would be people willing to say ‘You’re a good kid and will work hard’ and help you get a job. They could be teachers, coaches, role models, et.

|  |  |  |
| --- | --- | --- |
| Name | Their Role/Position | Contact info (phone/email) |
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|  |  |  |
|  |  |  |

YOUR NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, City, Province, Postal Code | Telephone | Email

# Objective

* 1-2 sentences that explain why they should hire you. Highlight skills, relevant details, or simply state your goal is to develop your skills through work experience at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Education

## Degree 1 | Date Earned | School

* List any awards, special certificates (first aid, babysitting, et), extracurricular things.

# Experience (work or volunteer)

## Job Title 1(cashier) | Company(Tim Hortons) | Dates From – To(sept 2023-June 2024)

* 3-4 Roles and duties or highlights of what you did there.

## job title 2 | Company | Dates From - To

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

# Skills & Abilities (if you have no experience, you need to highlight this section the most)

## Name of skill (ex: Organized)

* In a bullet point or two, PROVE with EVIDENCE how you actually have this skill. Example: I balance my academic classes, achieving high grades by staying on top of all of my work

# References (should have 2-3)

## Name of person | Role/position they have | Phone & email

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Use the next page to plan your resume and fill in the details to make it a proper resume, and completing your rough copy. Use this current page as a guide for how it could look and what information would go where.

# Objective

# Education

##

# Experience

# Skills & Abilities

# References

