

Resume Builder Worksheet

Name, Address and Contact Information

Make sure that your address is written out, make sure to avoid abbreviations. It is important to make sure your contact information is correct and it is helpful to provide a phone number where messages can be left for you.

Employment Goal:

Questions to ask yourself:

What job am I applying for?

What would I like to achieve if I got this job?

What skill or skills can I bring to this position?

Examples of goals:

To work in the animal care industry.

To obtain a part time position in the food industry.

To demonstrate my organizational and leadership skills in a child care centre.

Remember you do not need to add a goal if you are not applying for a specific job.

Related Skills:

This is a chance to list your abilities and skills that relate to the job you are applying for. They can be from paid work, volunteer experience, clubs or teams you are a member of or even skills you have gotten through school or chores at home.

Examples of Skills:

Works well under pressure

Organized, patient and hardworking

Provided excellent customer service

Efficient and accurate as a cash register operator

Capable of handling customer complaints to ensure satisfaction

Able to prioritize tasks to meet deadlines

Awards and Achievements

This section is an opportunity for you to list any school or sports awards you have won, certificates like CPR and Bronze Cross. You may even wish to include things like being on the honour role.

Volunteer and Work Experience

Now that you have highlighted your achievements and awards you should outline any work or volunteer experiences you may have. It is important to include the dates in which you worked, your position the name of the place where you worked and the city and province. You will also need to include your duties as well. Please see the examples below

2007-present **Volunteer at Sunny Pines Retirement Home
Toronto, ON**

- * **assisted** with group activities, and played games with residents
- * **provided** companionship
- * **organized** the Sunny Pines Retirement Home Winter Games

You can also include things like babysitting for a neighbour, or any responsibilities around the house like caring for the yard. * Make sure to use a descriptive word before outline your duties, you can use the useful resume words sheet to help you. The descriptive words in the examples have been put in bold. Remember you are dressing up the truth, not lying about what your responsibilities are/were.

Extracurricular Activities

This is an opportunity to highlight some of the activities, clubs and sports teams that you are a part of. This is important especially if you do not have any work or volunteer experience. You can use the format that was used above in the volunteer and work experience. * Make sure to use a descriptive word before your description, you can use the useful resume words sheet to help you. The descriptive words in the examples have been put in bold.

- 2007-2008 Team manager of ESA hockey team
- **Ensured** team mates are aware of important dates and games
 - **Assisted** coach with practice drills
 - **Organized** equipment room

- 2006-2008 Reporter for ESA school newspaper
- **Creates** interesting and engaging articles for the newspaper
 - **Conducts** accurate research
 - **Consistently** meets tight deadlines

Education

This is something that you can choose to include in your resume. Since you are still in high school this will be the only thing that will be placed in this category. If you do include this section be sure to mention that you are currently completing grade 10. Since you do not put your age on your resume this allows the employer to recognize that you are a high school student and not someone who has dropped out.

Hobbies and Interests

Last but not least this is a chance for you to mention in a sentence or two some things that you like to do in your spare time that are different from some of the activities that you already mentioned in the other resume sections. Sometimes this is a great opportunity to draw connections to things you do in your spare time that relate to the job that you are applying for.

Again this section is optional, if you do not wish to include it you do not have to. Also remember choose your hobbies and interests carefully they should not be too personal.

Resumes

Do	Don't

Sample Resume:

Amy Smith
123 Fake Street, Anytown, ON, M6E 1G9
416-555-1234
Amy.Smith@email.ca

Goal

To obtain a summer job with the City of Toronto as a team leader at a children's daycare program.

Related Skills

- Works well under pressure
- Organized, patient and hardworking
- Provided excellent customer service
- Efficient and accurate as a cash register operator
- Capable of handling customer complaints to ensure satisfaction
- Able to prioritize tasks to meet deadlines

Awards and Achievements

2006 Trained in First Aid and CPR through St. John Ambulance
2008 Completed Babysitter's Course through ABC Community Centre
2008 Maintained 85% average and was included on the honour roll

Volunteer and Work Experience

Jan. 2008-present Cashier, Sobeys Etobicoke, ON

- * provides excellent customer service
- * accurate and efficient with cash register
- * effectively solve customer questions and complaints
- * maintains clean work area

2007-present Volunteer at Sunny Pines Nursery Toronto, ON

- * volunteers every Wednesday 3:30-5:30
- * assists with group activities, and played games with children
- * supervises children on outside playground

- * organizes the art corner showcase for parents afternoon tea event

Extracurricular Activities

- 2006-Present Reporter for ESA school newspaper
- Creates interesting and engaging articles for the newspaper
 - Conducts accurate research
 - Consistently meets tight deadlines
- 2007-2009 Team manager of ESA hockey team
- Ensured team was aware of important dates and games
 - Assisted coach with practice drills
 - Organized equipment room

Hobbies and Interests

In my spare time I enjoy reading, swimming and taking my dog for a walk.

References Available Upon Request

Cover Letter Basics

1. Put in your complete address
2. Date
3. Address the letter to the person and include the address of where you are applying
4. Salutation
5. First Paragraph
 - State why you are writing
 - Put down the position you are applying for
 - If possible make a general comment about where you are applying
6. Second Paragraph
 - State your qualifications for the job
 - Match your skills with ones that would be needed to do that job
 - Highlight any relevant work or volunteer experience
7. Third Paragraph
 - Request an action
8. Closing

GLC20

Amy Smith
123 Fake Street
Anytown, Ontario M6E 1G9
416-555-1234
Amy.Smith@email.ca

January 2, 2010

Ms. Employer, Owner
Happy Kids Daycare
Anytown, Ontario M6E 1C4

Dear Ms. Employer

I am responding to the ad in the *Toronto Star* for a part time childcare worker at Happy Kids Daycare for your summer art program. I have always enjoyed working with children and from your website I see that your daycare really promotes the arts, which is very important to me.

I have spent the last three years volunteering at the Sunny Pines Nursery which has given me the opportunity to work with young children in a caring and fun environment. I know how important it is to be reliable and responsible especially when it comes to children which is why I have completed my Basic First Aid training and a babysitters course. I currently attend an arts focused high school for visual arts so I have a variety of talents that would lend itself to your summer arts program at your daycare.

I have attached a copy of my resume for your consideration. I look forward to hearing from you in the near future to set up an interview to further discuss my skills and abilities. Thank you for your time.

Sincerely,

Amy Smith

Resume & Cover Letter Assignment

Due Date: _____

For this assignment you will create your own resume and cover letter, tailored towards your application to Tim Hortons. You will also need to fill out and complete the Tim Hortons application that is attached in this package. They will be the starting point for your future jobs/careers; because of this your resume must be real and reflect the skills and experiences that you have. When completing this assignment you should refer to your class notes and examples.

You will need to hand in the following:

- Good Copy of your Typed Resume (You may use a fake contact information if you are not comfortable using it)
- Good Copy of your Typed Cover Letter (you can use a fake job, address and company name if you like, it does not have to be for a real job but should meet the criteria for a good cover letter, i.e. describes relevant experience or skills.)
- The completed Tim Hortons job application.

You will be graded on:

- Editing, punctuation and spelling formatting (same font, underlining, bullets and columns line up, consistency)
- All items are handed in and completed
- Presentation of resume and cover letter (everything is clear, easy to read, 1-2 page resume, 1 page cover letter, organized, appropriate sections are present, it is in good condition)
- The resume and cover letter will each be marked out of 10, and the application out of 5, for a total of 25 points.