

**Name (Bold 16 font)**

Address (All remaining text in 12 font)

City, BC Postal Code

Telephone number (Voicemail message must be business-like)

e-mail address (E-mail address must be business-like)

**Employment Objective: (Titles in bold – do not underline)**

To gain experience in the field of \_\_\_\_\_ which will enable me to utilize and further develop my skills. My career goal is to become a \_\_\_\_\_.

**Education:**

**Earl Marriott Secondary School**

Currently enrolled in Grade 11, Co-op Program, (etc.)

Honour Roll student (if currently on Honour Roll)

P.E. Leadership, Peer Tutoring, (etc.)

**Work Experience: (Start with most recent and work backwards)**

April 2006 -  
May 2006

**Surrey RCMP**

Work Experience Placement

Assisted the general public, prepared paperwork, answered the telephone and assisted with filing reports.

Feb 2006 -  
March 2006

**Sport Chek**

Work Experience Placement

Priced new items, shipping and receiving, stocked shelves.

Jan 2005 -  
Jan 2006

**Animals and Birds Care Home**

Caretaker of rescued birds and animals

Feeding, cleaning cages and assisting the Veterinary Technician.

**Attributes and Skills:**

- Honest and reliable
- Enjoy working with the public
- Excellent time management and organizational skills
- Computer skills include: MS Word, Excel, Desktop Publishing
- Physically fit to do demanding work

**Certificates and Awards:**

- SuperHost Certificate
- St. John Ambulance First Aid Certificate
- Driver's License
- Student Council 2006
- Most Valuable Play Surrey Baseball Association 2005

## Hobbies and Interests:

- Playing Baseball and Hockey
- Member of the Canada Shotokan Karate Club
- Reading books and listening to music
- Drawing and painting

## References:

Mr. Math                      Earl Marriott Secondary School  
Teacher  
604-531-8354

Ms. Boss                      Sport Chek  
Sales Manager  
604-555-5551

Mr. Goal                      Surrey Eagles  
Hockey Coach  
604-555-5552

*NOTE: TRY TO CHOOSE THREE DIFFERENT TYPES OF REFERENCES. REFERENCES CAN BE LISTED ON A SEPARATE PAGE IN ORDER TO ACCOMMODATE CHANGES. THAT WAY, WHEN YOU ADD OR DELETE PEOPLE FROM YOUR REFERENCE LIST, YOU DON'T HAVE TO RE-DO THE LAST PAGE OF YOUR RÉSUMÉ.*