

# Preparing a resume

## JANICE JONES

219 Cote des Neiges, Apt. #6,  
Montreal, Quebec.  
H4A 3G7

Tel: 555-2555

Messages: 555-1212

### EDUCATION

**1<sup>st</sup> Year Social Science program** Sept. 2004 to present  
Dawson College, Montreal  
Favorite subjects: Economics, Accounting, and Computers.

**High School Diploma** 2004  
West Hill High School, Montreal

### PERSONAL SKILLS

- Honest, reliable, flexible
- Sociable and enjoy working with people
- Strong organizational skills
- Work well as a team member and adapt well to new situations
- Courteous, diplomatic, enthusiastic attitude
- Self starter, learn quickly

### SPECIAL SKILLS

- Knowledge of WordPerfect, Microsoft Word, Internet
- Keyboarding speed 32 w.p.m.
- Good knowledge of French
- First Aid Certificate, St. John's Ambulance

### ACHIEVEMENT

- Dean's honor list
- Principal Award in High School
- Selected for the Dawson Swim team
- Elected member of the "Dawson Student Union"
- Selected to display pottery at the Ville St. Laurent City festival

### RESUME TIPS

Typewritten, neat, good quality paper,  
Short one to two pages,  
Check for spelling, grammar, have someone else check it too.  
Use dynamic verbs; accomplished, improved, managed,  
trained, supervised, created, worked, directed, participated,  
promoted.

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### WORK EXPERIENCE

**Position:** Salesperson/Supervisor May 02- August 04  
Reno-Depot, Montreal

**Duties:** Served customers in showroom, worked as cashier, priced merchandise.

In recognition of responsible dependable performance I was promoted to evening and weekend supervisory duties, which were expanded to include training, scheduling and supervision of five part-time employees.

My position also included motivating teenage employees to perform duties in a professional manner.

### VOLUNTEER EXPERIENCE

- Assistant coach for junior swimming team at Snowdon Community Center.
- Teaching of disabled children at John Paul V School
- Coordination of children's activities and program development at the YMCA West Island.

### EXTRACURRICULAR ACTIVITIES

- Member of the Dawson Swimming Team
- Personal fitness, team sports
- Play the piano
- Enjoy photography

References available upon request

Marketing yourself is what getting a job is about. Your resume (also called a curriculum vitae or C.V. for short) serves as a personal advertisement. It helps to sell your skills and experience and education. Most of the time an employer will ask you for a resume when you are applying for a job.

The DAWSON STUDENT EMPLOYMENT officer can help you design a resume. You may talk to him individually or attend a workshop. For young people who are just entering the work force a resume that focuses on your skills and abilities, rather than previous job experience is probably best. If you do not have any relevant work experience you can list personal characteristics that pertain to the job.