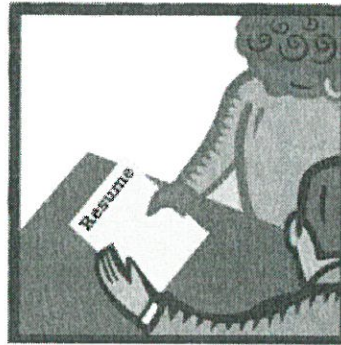
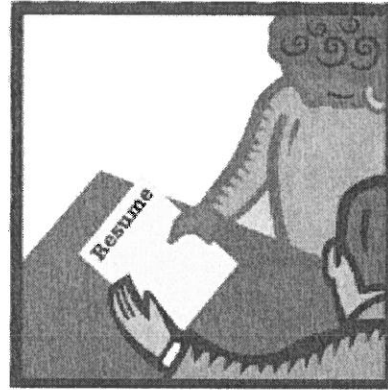


RESUME HANDBOOK



RESUME HANDBOOK



A. What is a Resume?

A resume is a brief history of your accomplishments prepared for potential employers.

B. Resume Essentials:

Jot down what is needed in each of the following sections of a resume.

1. Heading:

2. Career Goal:

3. Job Experience:

4. Education:

5. Activities/Skills/Interests:

6. References:

C. Resume Writing Tips

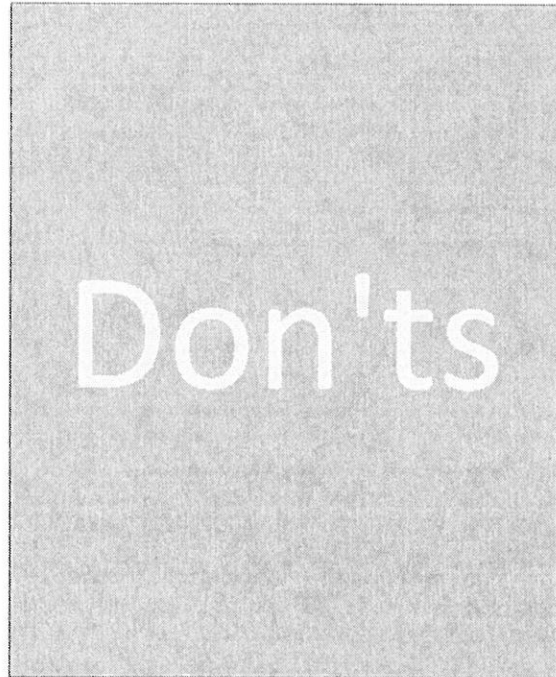
Tip	Why Important?	How Could You do this?
1. Keep it concise.		
2. Make your words count.		
3. Use Point Form (Avoid sentences, too much text ...)		
4. Make the most of your experience.		
5. Be honest.		
6. Don't neglect appearance.		
7. Check your resume		
8. Easy on the eyes.		
9. Target, target, target.		
10. Eliminate unnecessary details.		

D. Resume Do's and Don'ts:

Fill in the boxes below with resume do's and don'ts.



Do's



Don'ts

E. What are some important characteristics successful resumes share?

- Reviewed
- Well Organized
- Concise
- Dynamic
- Complementary

Alison Jones
1444 Anderson Road
Prince George, BC V2K 2X7
Phone: (250) 962-5555

EDUCATION

Grade 12 student at Duchess Park Secondary School

Beginner's First Aid, June 2012

Babysitting Certificate, April 2012

WORK EXPERIENCE

2010 – present House sitting for Jill and John Smith.
Duties included: house sitting in the summer, bringing in the mail, watering and trimming plants indoors and outdoors. During the winter months babysitting their two children.

2010 – present House sitting for Drew and Anna Johnson
Duties included: feeding and caring for cat in the summer, Bringing in the papers and mail. Also babysit their son from time to time.

ACTIVITIES WITHIN THE COMMUNITY

2002 – 2004 Member of the Pisces Swim Club

1997 – 2002 Member of Brownies and Guides

1997 – present Study piano and have studied flute and drums

HOBBIES AND INTERESTS

Enjoy music, working with computers, traveling and socializing with friends

REFERENCES

Jill and John Smith
House sitting clients
(250) 962-3333

Drew and Anna Johnson
House sitting clients
(250) 962-4444

George Clooney
Swim Coach
(250) 962-6666

Erin Saunders

123 Any Street, Some Town, Ontario, GL3-KV8
555-444-5555 | erin.saunders@yourschool.ca

Objective

I am an outgoing self-starter who is eager to create tools to increase awareness of community issues and improve care for children and the elderly.

Education

September 2008 - June 2012 | Huron Secondary School
OSSD
Chatsworth, Ontario

Extra-Curricular

September 2009 - June 2011 | Member of High School Marching Band

- Participate in Parades, City events, attend morning practices
September 2008 - Present | Student Council
- Organize school events, go to meetings, post information on school website

Volunteer Experience

April 2002 - April 2008 | Toronto Senior Centre
Number of Hours: 40
Taught seniors computer skills at the long term care facility
Toronto, Ontario

Skills and Abilities

Honest, trustworthy, reliable and dedicated to my work.
Able to cook, prepare meals and perform general housekeeping
Proficient with Adobe Creative Suite, HTML, Microsoft Word, Excel, and PowerPoint.
Strong organizational and communications skills
Fluent in English, French and German

Achievements

June 2011 | Honour roll Grades 9-11
July 2010 | Featured in local paper for rescuing a child while I was a lifeguard
April 2011 | Created and maintain a prominent website about babysitting safety tips (www.babysittingsafe.ca) that has over 5000 monthly visitors

References

Mrs. Nancy Stewart, Music Teacher
Huron Park
555-444-4455 ext 123
nstewart@huron.ca