

# Resume Kit

*Use this kit with the handout "Resume Advice & Tips" to create the best resume to highlight your experience, skills and education.*

## GENERAL INFORMATION

Name:	
Address:	
City, Province:	Postal Code:
Phone Number:	e-mail:

*What kind of job are you looking for? You may include the field of occupation and position titles.*

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## EDUCATION

*List any relevant education/training course(s) (i.e. College, First Aid & CPR, WHMIS, etc.) that you have completed that applies to the line of work you are looking for:*

<b>Name of Course/Diploma:</b> i.e.: WHMIS	<b>Name of institution, Location:</b> i.e.: YMCA, Chatham, ON	<b>Dates of Course:</b> i.e.: 1999-2001
1.		
2.		
3.		
4.		
5.		
6.		

*List any accomplishments or awards/recognition you may have received that is relevant to the line of work you are looking for:*

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## **WORK & VOLUNTEER HISTORY**

*For this section, fill out one chart for each job you have held. You may include unpaid volunteer work.*

<b>Position Held</b> (i.e.: Labourer)	<b>Place of Employment</b> (i.e.: D&D Construction)	<b>Location of Employment</b> (I.E.: Chatham, ON)	<b>Date(s) of Employment</b> (i.e.: 1999-2002)
<i>List the Major Responsibilities of Your Job</i>			
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•		•	
•		•	
•		•	

<b>Position Held</b> (i.e.: Labourer)	<b>Place of Employment</b> (i.e.: D&D Construction)	<b>Location of Employment</b> (I.E.: Chatham, ON)	<b>Date(s) of Employment</b> (i.e.: 1999-2002)
<i>List the Major Responsibilities of Your Job</i>			
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<b>Position Held</b> (i.e.: Labourer)	<b>Place of Employment</b> (i.e.: D&D Construction)	<b>Location of Employment</b> (I.E.: Chatham, ON)	<b>Date(s) of Employment</b> (i.e.: 1999-2002)
<i>List the Major Responsibilities of Your Job</i>			
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## **REFERENCES**

*For this section you may include bosses, co-workers or personal references. Remember if you are going to use someone as a reference you should always contact them first and ask them for their permission. You should also use someone you are sure will say positive things about you. It is acceptable and not uncommon to put references available upon request on a resume BUT you should have your reference information available if the employer requests it.*

<p>Name: _____</p> <p>Job Title: _____</p> <p>Company: _____</p> <p>Telephone Number: _____</p>	<p>Name: _____</p> <p>Job Title: _____</p> <p>Company: _____</p> <p>Telephone Number: _____</p>
<p>Name: _____</p> <p>Job Title: _____</p> <p>Company: _____</p> <p>Telephone Number: _____</p>	<p>Name: _____</p> <p>Job Title: _____</p> <p>Company: _____</p> <p>Telephone Number: _____</p>
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## **HIGHLIGHTS OF QUALIFICATIONS**

*List your skills, the strengths that you have. Why should an employer hire you instead of someone else?*

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•	•
•	•
•	•
•	•

# HIGHLIGHTS OF QUALIFICATIONS STATEMENTS

Place a checkmark beside the following statements that reflect your own work style and work attitude. It may be helpful to think about what your previous employers (paid or volunteer) have said about your work style or to ask people that you have worked with before or who know you well. Give specific examples to justify your statement.

## GENERAL SKILLS...

### COMMUNICATION SKILLS

<input type="checkbox"/> Excellent communication and presentation skills	<input type="checkbox"/> Excellent telephone communication skills
<input type="checkbox"/> Attentive listener, patient and diplomatic	<input type="checkbox"/> Friendly and outgoing with a pleasant phone manner and phone voice
<input type="checkbox"/> Patient, personal, and receptive	

*Give specific examples*

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### ORGANIZATION SKILLS

<input type="checkbox"/> Strong organizational and planning skills	<input type="checkbox"/> Able to plan, organize and implement activities
<input type="checkbox"/> Proven record for maintaining schedules, never missed a deadline	<input type="checkbox"/> Well organized at following through, efficient and highly productive
<input type="checkbox"/> Organized, with the ability to delegate and get the job done	

*Give specific examples*

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### DEPENDABLE/RESPONSIBLE

<input type="checkbox"/> Excellent at follow-up and detail, extremely dependable	<input type="checkbox"/> Dependable and hard working, get along well with colleagues
<input type="checkbox"/> Excellent record of dependability and reliability	<input type="checkbox"/> Dependable and conscientious
<input type="checkbox"/> Can be counted on to get the job done, without supervision	

*Give specific examples*

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**ENTHUSIASM**

Λ Enthusiastic, committed and resourceful	Λ Can be counted on to get the job done
Λ Enthusiastic, high level of energy, especially creative	

*Give specific examples*

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**INTERPERSONAL SKILLS/HUMAN RELATIONS**

Λ Work effectively with a wide variety of people	Λ Excellent working relations with the public and coworkers of all cultural groups
Λ Poised and professional with both top management and support staff	

*Give specific examples*

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**WORK STYLES...**

**TEAM WORK**

Λ Work supportively with colleagues and management	Λ Team player who works well under pressure
Λ Able to work independently and in a team environment	Λ Proven ability to work with others to achieve a goal
Λ Excellent team worker, able to work co-operatively or independently	

*Give specific examples*

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**CREATIVE – STRESS/PRESSURE**

Λ Highly inquisitive, creative and resourceful	Λ Conscientious and creative
Λ Confident and decisive under stressful working conditions	Λ Able to see a demanding project through to the end

*Give specific examples*

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**MULTI TASKING**

Λ Demonstrated ability to handle several tasks at once	Λ Able to prioritize and handle numerous tasks effectively
Λ Enjoy a fast-paced, demanding work environment	

*Give specific examples*

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**PROBLEM SOLVING**

Λ Skilled problem solving	Λ Resourceful in solving problems and maximizing resources
Λ Able to think independently and quickly resolve problems	

*Give specific examples*

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**HARD WORKER**

Λ Responsible, capable and hardworking	Λ Resourceful, hardworking and a fast learner
Λ Punctual and a positive work attitude	

*Give specific examples*

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