

RESUME WORKSHEET

PERSONAL INFORMATION

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

POSTAL CODE: _____

PHONE NUMBER: _____

EMAIL: _____

SUMMARY OF QUALIFICATIONS (HIGHLIGHTS)

Here you list all the skills you have including;

- Languages you speak other than English
- Certificates you have obtained and the year you have obtained them
(i.e. WHMIS 2010, Smart Serve 2009, Lift truck license 2008, AZ license 2008 ...)
- Administrative skills, such as number of words you can type per minute, communication skills, and/or customer service skills.
- Research skills, computer knowledge
- Teaching skills or tutoring skills
- Leadership experience
- Ability to use special tools or machinery
- Consider unique knowledge or skills you gained while raising children, such as time management, ability to multi task, managing your bills ect)

Now list any skills, certificates and/or abilities you may have (in bullet point format) towards a specific job or jobs applying for.

- _____
- _____
- _____
- _____
- _____

The enclosed information was created by Chatham-Kent Employment Resource Centre staff for general purposes only. For accurate, detailed and up to date information, consult with the actual service provider.

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WORK EXPERIENCE

Provide a list of places you have been employed, including internships, apprenticeships, full-time, and part-time work; you may also include unpaid work experience here. Start with your current or most recent employment and work backwards. Also do not exceed 5 jobs or 10 years when including work experience.

TIP: When you think about what your responsibilities were in each position, ask yourself questions like:

- What were my daily, weekly or monthly tasks?
- Did I perform my work within set deadlines?
- Did I create a new process, project, forms, or documents?
- Did I work independently, and or as part of a group or team?

Employer: _____ **City, Province** _____
Position: _____ **Dates:** _____

- _____
- _____
- _____
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Employer: _____ **City, Province** _____
Position: _____ **Dates:** _____

- _____
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Employer: _____ **City, Province** _____
Position: _____ **Dates:** _____

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Employer: _____ **City, Province** _____
Position: _____ **Dates:** _____

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Employer: _____ **City, Province** _____

Position: _____ **Dates:** _____

- _____
- _____
- _____
- _____
- _____

COMPUTER KNOWLEDGE/EXPERIENCE

List computer skills developed through courses, work, or personal experience, List computer applications that you are familiar with and worked/working with. i.e. Microsoft Excel, Word and/or Publisher.

- _____
- _____
- _____
- _____

VOLUNTEER EXPERIENCE

List any work you have done that you were not paid for. This can include activities for your school, church or community. These experiences should be presented the way your employment experience was, listing the current or most recent volunteer experience and working backwards.

Place you volunteer: _____ **City, Province** _____

Title for what you do: _____ **Dates:** _____

Responsibilities:

- _____
- _____
- _____

Place you volunteer: _____ **City, Province** _____

Title for what you do: _____ **Dates:** _____

Responsibilities:

- _____
- _____
- _____

Place you volunteer: _____ **City, Province** _____

Title for what you do: _____ **Dates:** _____

Responsibilities:

- _____
- _____
- _____

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EDUCATION:

Provide information about high school, GED, college, degrees, and /or certificates that you have or are in the process of obtaining. Be sure to include any academic awards you earned or any special recognition you received.

Institution/School: _____ **City, Province:** _____

Degree, Training, or Certificate: _____

Institution/School: _____ **City, Province:** _____

Degree, Training, or Certificate: _____

REFERENCES:

Write down the names, addresses, phone numbers, and emails of 3 or 4 references. These should be people who know you professionally, or personally, such as a co-worker, supervisor, teacher, minister, or friend. Think about how these people might have over seen your work or watched you organizing and leading. Most importantly, make sure they have a good opinion of you and can talk about you from their experience. **DO NOT** put your spouse, parents, or siblings as your references.

Name: _____

Title: _____

Company: _____

City: _____

Telephone and/or Email: _____

(TIP: Specify whether the phone number is cell phone, home or work)

Name: _____

Title: _____

Company: _____

City: _____

Telephone and/or Email: _____

Name: _____

Title: _____

Company: _____

City: _____

Telephone and/or Email: _____

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