

# SAMPLE RÉSUMÉ

## Name

1 Main Street, Sarnia, ON N1N 6M7

[myname@email.com](mailto:myname@email.com)

(519) 555-5555

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## Profile

- **Oral Communication Skills** – Friendly and approachable person who communicates effectively with clients and staff
- **Money Math Skills** – Responsible for handing cash at special events
- **Decision Making Skills** – Able to prioritize work to meet deadlines
- **Teamwork** – Work effectively with others in fast-paced environments

## Training & Certificates

- Proficient in MS Office
- St. John's Ambulance First Aid Certificate
- WHMIS, safe food handling and customer service training

## Education

2003 – 2005 Enrolled in Grade 11, Anderson Collegiate Vocational Institute

## Experience

- 2005 Sarnia Weekly Newspaper, 5 Erie St., Sarnia, ON  
Cooperative Education Placement (*2 months*)
- answered customer inquiries efficiently and professionally
  - entered client subscriptions, sent renewal notices and learned aspects of newspaper graphics programs
- 2003-2004 Hot Rocks Grill, 129 Anderson Road, Sarnia, ON  
Busperson (*part-time*)
- responsible for clearing tables, working effectively with cooks and wait staff and maintaining a clean working environment
  - participated in WHMIS training and customer service training
- 2004 Care for the Community, Sarnia, ON  
Volunteer
- responsible for selling tickets and collecting money for annual fundraiser
  - worked effectively with other members of the volunteer committee to ensure that the event ran smoothly

References available upon request, including Ontario Skills Passport