

Resume Example

Your Name

Your Street Address
City, Province, Postal Code

Your phone number

Your e-mail address

EDUCATION

Thompson Rivers University – September 2021 – May 2022
Kamloops, BC

Education and Skills Training

Career Exploration Certificate Program

Your High School Name
Graduated June XXXX

EXPERIENCE (Example)

Stump Removal

- Unearthing and removal of a 3.5 foot wide stump

Riprap Installation

- Hand placed riprap on the bank of the South Thompson River

Home Entrance Improvement

- Demolished carport concrete slab and removed lawn area
- Constructed drainage trench, placed levelling course and laid paving stones for new walkway

Gravel Driveway Extension

- Removed section of elevated yard to allow space for the driveway
- Built and backfilled the 3 block high Allan Block retaining wall
- Added new gravel and leveled driveway

EMPLOYMENT (Paid and Volunteer)

Name of Business – Job Title

Dates you were employed / volunteered

- Your duties

Name of Business — Job Title

June 2018 – August 2018, July 2019

- Your duties

CERTIFICATES

- TRU WHMIS 2015
- YOW Canada WHMIS 2015
- Super Host Foundations on Service Quality
- Super Host Service For All
- Workplace Violence and Harassment prevention and awareness

SKILLS AND PERSONAL QUALITIES

- Friendly and kind
- Safety awareness
- On-line learning
- Good time management
- Keep things tidy and neat

AWARDS

- Most Sportsmanlike Player 2018 - 2020
- Woodworking Award 2017
- Queen's Venturer Award 2019
- Chief Scout Award 2017

INTERESTS

- Volleyball
- Rock Climbing
- Skiing
- Skimboarding
- Camping & Canoeing

REFERENCES

See attached