

Sample Resume

YOUR NAME
1223 Your Street
Courtice, ON L1E 2T2
(905) 555-5555
email@address.com

Objective *(State what field you would like to gain co-op experience in.)*

To secure a Cooperative Education placement in the field of information technology .

Specific Skills *(List only your well-developed, relevant skills. Use action verbs!)*

- Excellent written and oral communication skills
- Fluent in English, French and Italian
- Proficient computer skills (WordPerfect, Excel, Power Point, Internet, Word)
- Excellent school attendance and punctuality record
- Well-developed leadership skills
- Highly responsible team worker
- Good knowledge of accounting

Achievements & Other Experience *(State your best accomplishments, start with most recent first.)*

- Assistant coach for Clarington youth soccer team 2000 - present
- Acted as a peer helper in a grade 9 math class
- Member of Clarington Youth Centre Board of Directors 1999 - 2000
- Achieved honour roll in Grades 9 and 10
- Mastered Bronze Cross, Swimming Instructor, and NLS Lifeguarding Certificates
- Received "Most Valuable Player Award 1999" in baseball

Work Experience *(List all work, volunteer or coop experiences starting with your most recent one.)*

McDonald's (Bowmanville, ON) 1999 - present
Fast Food Worker (part-time)

- cash, customer service, food preparation, Drive-Thru, cleaning

Linda & John Smith (Newcastle, ON) 1998 - present
Babysitter

- supervising and caring for 2 children, ages 2 and 4

Education *(List only high school or above. List relevant courses taken.)*

Courtice Secondary School, Courtice, ON 2000 - present
Currently in Grade 10
Courses taken: accounting, information technology, marketing)

Interests *(List what you do in your spare time—avoid shopping, partying, hanging out with friends!)*

Enjoy swimming, baseball, soccer, mountain biking, skiing, music and reading.

References *(You need 3 references: 2 business and 1 personal). A reference is anyone other than a relative who knows about your work habits or your personality. Ask references for their permission. On a separate sheet, center your name and phone number, then list their name, address, postal code, area code and phone number. You must take this reference sheet to the interview in case interviewer requests it.)*

Available upon request.