



YOUR HEALTHY CHOICE AMBASSADOR

RESUMES

The information below provides an explanation for all the parts of resume. ***The outline below is just an example – not all resumes look the same. Different examples have also been attached for you to look at and use!

First and Last Name
Street Address
City, Province
Postal code
Phone (*Landline or Cell*)
Email Address

Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, customer service skills. Be sure to think about your **transferrable** skills!

Education

In the education section of your resume, list the school you attend and any awards or honours (like the Honour Roll) you have earned.

High School
Awards, Honours

Relevant Experience

This section of your resume includes your work history or volunteer experience. If you have had a job before, list the company you worked or volunteered for, dates of employment, the positions you held and a bulleted list of responsibilities. If you haven't had a regular job before, it's fine to include positions like babysitting, tutoring, or pet sitting.

Company #1 Name
City, Province
Dates Worked.

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Company #2 Name
City, Province
Dates Worked.

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

References Available Upon Request

There is no need to include references on your resume. Rather, have a separate list of references to give to employers upon request.

MJKO
186 Cowan Ave. Basement. Toronto, ON. M6K 2N6
info@mjko.ca (T) 416-886-7390
facebook.com/mjkoboxing Twitter MJKOBoxing
www.mjko.ca



YOUR HEALTHY CHOICE AMBASSADOR

RESUME SAMPLE 'A'

FirstName LastName
ADDRESS
HOME or CELL NUMBER
EMAIL ADDRESS

Skills and Qualifications

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet (for researching school projects)

Education

MJKO Highschool
2010 - present

Work Experience

Local Paper Route
2008 – Present

- Delivered newspapers and flyers in my neighbourhood Tuesday – Saturday mornings every week.

Babysitter

2009 – Present

- Provided childcare for several families after school, and on weekends.
- Babysat younger siblings two nights a week.

Volunteer Experience

- Public Library Reading Group
- Mentoring Junior Kids Organization (MJKO)

Achievements

- Honour Roll: 2010 - 2013
- Captain of school basketball team

Interests / Activities

- Basketball, soccer, volleyball
- Reading

References Available Upon Request

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YOUR HEALTHY CHOICE AMBASSADOR

RESUME SAMPLE 'B'

FirstName LastName
ADDRESS
HOME or CELL NUMBER
EMAIL ADDRESS

Career Objective

I am a high school student eager to use my strong customer service experience and communication skills to provide outstanding service to a range of clients. I am keen to develop new skills to complement my studies and to progress in the customer service industry.

Skills and Qualifications

Interpersonal skills

I get along well with others and am always courteous.

Communication skills

I am a confident communicator. I can clearly provide information and interact with others in a friendly manner. I am also very good at writing essays and reports in school.

Teamwork Skills

I have been a member of my high school soccer team for the last two years. I am also a participant in many programs run by the Mentoring Junior Kids Organization.

Multitasking

I can manage my time and work without supervision. I find time daily to balance my schoolwork with my sports commitments and my responsibilities at home.

Computer Skills

Proficient with Microsoft Word, Excel, and PowerPoint, and Internet (for researching school projects)

Education

MJKO Highschool 2010 - present

Employment History

Local Paper Route 2008 – Present

- Delivered newspapers and flyers in my neighbourhood Tuesday – Saturday mornings every week.

Babysitter 2009 – Present

- Provided childcare for several families after school, and on weekends.
 - Babysat younger siblings two nights a week.
-

Interests / Activities

- Basketball, soccer, volleyball
 - Reading
-

References Available Upon Request

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Sources: <http://jobsearch.about.com/od/sampleresume1/a/studentresume1.htm>

<http://www.careerfaqs.com.au/careers/sample-resumes-and-cover-letters/high-school-student-resume/>

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