

RESUMÉ SKILLS

When you are typing your resumé and you have certain skills but are not sure how to phrase them on a resumé, there are ways of putting those skills into words. See how your skills and attitudes match up with what employers are looking for. If you.....

- are good talking on the phone*** – Then say....I communicate well. I am sociable and enjoy working with people.
- are quick-witted and a natural at telling jokes and stories*** – Then say....I am self-assured and relate well to people. I enjoy speaking in public.
- crunch numbers and eat math problems for breakfast*** – Then say....I have great math skills. I am precise and analytical.
- have an eye for taking great pictures and know how to capture the moment*** – Then say....I have excellent manual dexterity, fine motor skills and an eye for detail.
- make or sew whatever you like and can't keep up with your agile fingers*** – Then say....I have strong conceptual skills and enjoy technical work.
- are up on music and know every song on the charts*** – Then say....I learn quickly and have a good memory.
- are "straight" with people and do what you say you will*** – Then say....I am honest and reliable. I get straight to the point.
- arranged 350 CD's alphabetically*** – Then say....I am orderly and methodical. I have strong organizational skills.

JANE DOUGH

68 Pine Street
Port Alberni, B.C. V9Y 1H2
Telephone: (250) 723-1191
email: jdough@sd70.bc.ca

EDUCATION

Alberni District Secondary School
Grade 11
Favorite Subjects: Economics, Accounting, Keyboarding

SKILLS

- honest and reliable
- sociable and enjoy working with people
- excellent math skills
- strong organizational skills
- keyboarding speed 32 wpm
- work well as a team member and adapt easily to new situations
- can do physical work
- creative

WORK/VOLUNTEER EXPERIENCE

1994-Present	Alberni Valley Track Club (Peer Coach)
1993-1994	Candy Striper – West Coast General Hospital

INTERESTS

- | | |
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| <ul style="list-style-type: none">• track and field• hiking | <ul style="list-style-type: none">• skiing• reading |
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REFERENCES

Ms. Walker, Resource Centre
West Market Place
4000 Adele Street
Port Alberni, B.C.
V9Y 3L6
Telephone: (250) 723-2356
email: mwalker@wmarket.bc.ca

Mr. B. Davis, Manager
Intel International Designs
5069 – 3rd Avenue
Port Alberni, B.C.
V9Y 6L9
Telephone: (250) 723-8151

Mr. J. Parker, Coach
Alberni District Secondary
School
4000 Burde Street
Port Alberni, B.C.
V9Y
Telephone: (250) 723-8195
email: jparker@sd70.bc.ca

MAX BENSON

4532 Pine Road
Port Alberni, BC
V9Y 6L8

Telephone: 724-9008
email: mbenson@shaw.ca

Objective

Find fulltime employment in the creative and enjoyable field of Hotel Management and Tourism.

Experience

1998–2000 *McDonalds Restaurant* Port Alberni, BC

Cashier/Hostess

- Communicated with front counter staff
- Prepared orders.
- Helped to organize special event days and promotions.

1997–1998 *Ferguson's Ranch* Port Alberni, BC

Nanny

- Cared for 4 children between the ages of 3 months and 6 years.
- Motivated the children in reading and school work.
- Assisted with household chores such as laundry, cleaning and preparation of meals.

Education

1999–2000 *Alberni District Secondary School*

- Currently in Grade 11
- Completed 10 years schooling at the Alberta School District

Interests

I am a member of the 4H Club. I enjoy skiing, reading, hiking, biking and fly-fishing.

References

Mrs. Penny Ferguson
Ferguson's Ranch
Phone: 723-9898

Mr. Robert Wasner
McDonald's Restaurant
Phone: 723-3456

MARY MARSHALL
68 Pine Street
Port Alberni, B.C. V9Y 1H2
Telephone: (250) 723-1191
email: jdough@sd70.bc.ca

EDUCATION:

Alberni District Secondary School
Grade 11
Favorite Subjects: Economics, Accounting, Keyboarding

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- track and field
- hiking
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Mr. J. Parker, Coach
Mt. Klitsa Jr. Secondary
School
5055 Compton Road
Port Alberni, B.C.
V9Y 3L6
Telephone: (250) 723-8195
email: jparker@sd70.bc.ca

JOHN L. SMITH

3000 – 10th Avenue

Port Alberni, BC

V9Y 3L6

Telephone: (250) 723-6287

EDUCATION:

I am Presently in Grade 10 at *Alberni District Secondary School*.

Grade 10 Courses: English, Math, PE, French, Social Studies, Visual Arts and Construction.

SPECIAL SKILLS AND ABILITIES:

- I was on the Honor Roll throughout Junior High
- I have completed Grade Seven Royal Conservatory of Music in Piano
- I have a typing speed of 35 words per minute

WORK EXPERIENCE:

September 2001

Alberni District Fall Fair – Kinnette Food Booth

My duties included working the grill, serving customers and working the till.

February 2000 – August 2001

Smith's Pancake House, Port Alberni, BC

My duties included washing dishes and sweeping floors

REFERENCES:

Mrs. Judy Martin

500 4th Avenue
Port Alberni, BC
V9Y 3K2

Manager – Smith's Pancake House

Telephone: (250) 723-5560.

Mr. James Brown

45 Rex Road
Port Alberni, BC
V9Y 5T6

Mill-worker – Norske Canada Division

Telephone: (250) 723-6677

Mrs. L. Jones

2200 10th Avenue
Port Alberni, BC
V9Y 7J8

Teacher – Eric J. Dunn

Telephone: (250) 724-9786

David Youth

1234 11th Avenue
Port Alberni, BC
V9Y 1A2
Phone: 250-123-4560

OBJECTIVE

To obtain a part time employment to gain experience and learn new skills, while saving money for my post secondary education.

EDUCATION

Alberni District Secondary School
Currently enrolled in Grade 12

September 2005- Present

WORK/VOLUNTEER EXPERIENCE

McDonalds Restaurant - Cashier

October 2008 - Present

Duties include:

- Handling cash
- Preparing and serving food
- Operating the Drive Thru

Oceanside Restaurant - Server

June 2006 - March 2007

Duties include:

- Served food and beverages
- Washed dishes
- Bussed tables
- Cleaning duties in the kitchen

SKILLS

I have very effective communication and organizational skills. I am a dedicated employee who works well as a member of a team or independently. I am also creative, responsible and adaptable in all work settings.

INTERESTS

In my spare time I enjoy playing hockey, reading; listening to music and cooking.

REFERENCES

Mr. Bill Cook
Minor Hockey Coach
123-4566(h)

Ms. Cindy Jones
ADSS - Teacher
123-4567(w)

Mr. Fred Smith
McDonalds - Manager
123-4568(c)

Suzie Student

1234 ABC Avenue • Port Alberni, BC • V9Y 1B2 • 250-123-4567

Objective

To obtain part time employment, so that I can continue to save money for my post secondary education.

Education

Alberni District Secondary School	September 2005 – Present
Currently enrolled in Grade 12	2008 – 2009
Honor Roll	2005 – Present
Food Safe Certificate	2006

Work Experience

ABC Restaurant Server	September 2008 – Present
Mc Donald's Restaurant Cashier	October 2007 - April 2008
Sally's Babysitting Services Babysitter	June 2005 – July 2007

Volunteer Experience

Port Alberni Parks and Recreation Program Leader Assistant	July 2007 - August 2007
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Skills

- honest and reliable
- sociable
- dedicated
- organized
- work well as a team member
- independent
- computer skills
- creative
- adaptable
- enjoy working with people

Interests

When not concentrating on my studies, I enjoy listening to music, cooking, reading, sports and working with young children.

References

Mr. Ronald McDonald
McDonalds - Manager
123-4567 (w)

Ms. Sally Smith
ABC Restaurant - Owner
123-4567(h)

Mr. Ted Tyson
ADSS -Vice Principal
123-4567(c)
