



Introduction

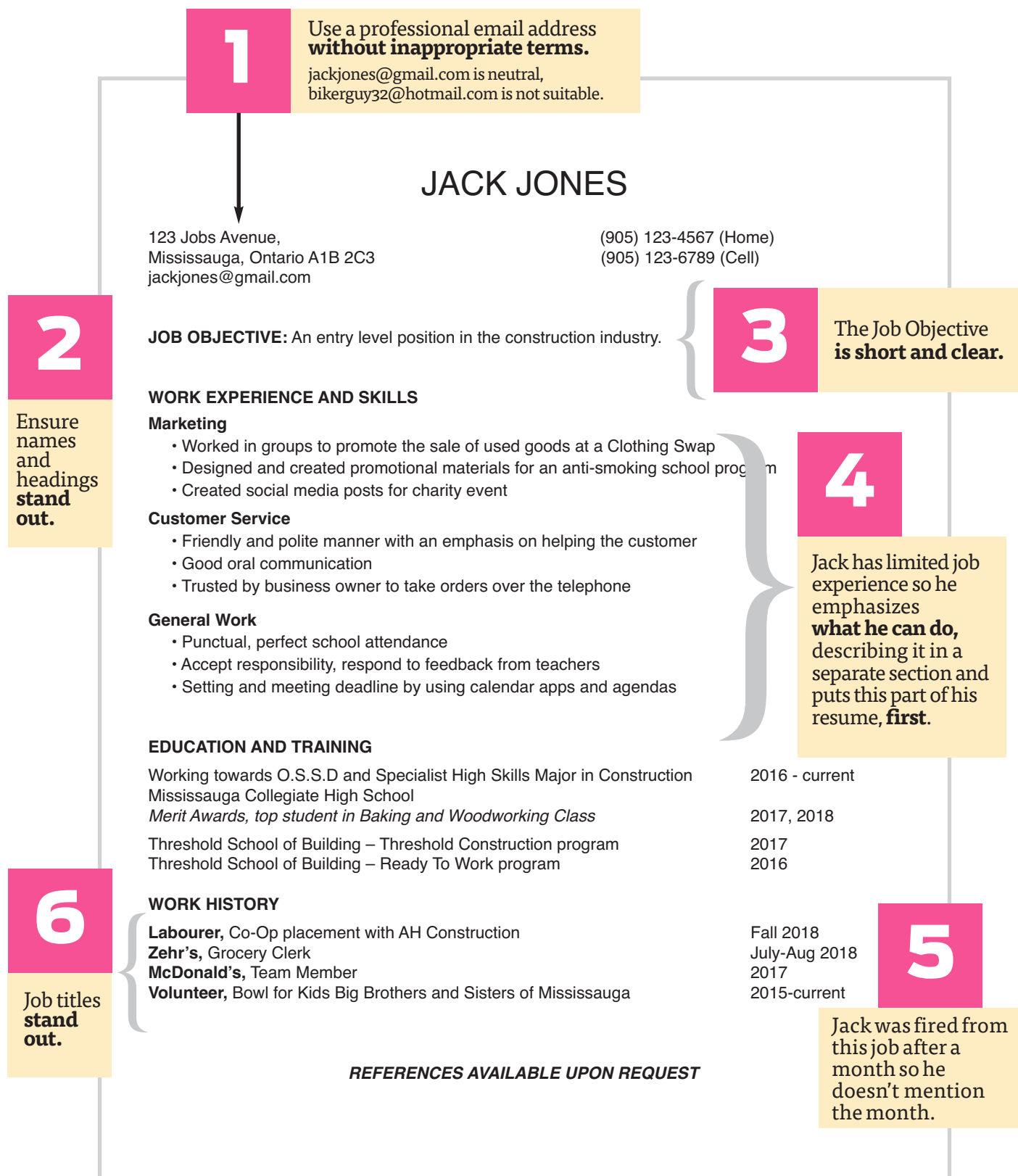
Once you have read the resource '**How To Write a Resume**' you will know which style of résumé is best suited to match your work history.

Remember, the *chronological résumé* works well if you have previous work experience and the *functional résumé* is for anyone new to the workforce or has limited job experience.

This resource will provide you with many helpful tips to begin writing your resume. Take some time to review the following contents:

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| <ul style="list-style-type: none">• 6 Key Basics for a Résumé• Chronological Résumé Sample• Functional Résumé Sample | <ul style="list-style-type: none">• Résumé Do's and Don'ts• Obtaining References |
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6 Key Basics for a Résumé



Chronological Résumé Sample

JACK JONES

123 Jobs Avenue,
Mississauga, Ontario A1B 2C3
jackjones@gmail.com

(905) 123-4567 (Home)
(905) 123-6789 (Cell)

HIGHLIGHTS OF QUALIFICATIONS

- Strong leadership qualities
- Follow directions
- Dedicated worker who completes tasks in a thorough manner
- Hardworking, goal-oriented and responsible

EDUCATION

O.S.S.D, Specialist High Skills Major in Construction, Mississauga Collegiate High School	2015 - 2019
Threshold School of Building – Threshold Construction program	2017
Threshold School of Building – Ready To Work program	2016

WORK EXPERIENCE

Labourer , Willie's Warehouse, Mississauga, ON	2017-2018
• Sorted parts and products for packaging and shipping • Inspected parts and performed minor repairs • Completed forklift and crane training • Safely operated machinery to transport materials	

Security Guard , Falcon Group, Milton, ON	2014-2016
• Provided protection and security for a building and occupants • Performed ID checks and vehicle and trailer searches • Completed paperwork accurately and in a timely manner	

Security Guard (CO-OP Placement) , Rideau Mall, Brampton, ON	2016
• Assisted with providing mall security • Checked power generators, water pumps and fire alarms to ensure they were working	

VOLUNTEER EXPERIENCE

Home Builder , Habitat for Humanity, Mississauga, ON	2014-2015
• Organized donated building supplies at the depot store • Assisted loading purchased materials into customer vehicles • Worked with staff to demolish kitchen cabinets and remove donations from homes	

REFERENCES AVAILABLE UPON REQUEST

Functional Résumé Sample

JANE DOE

123 Jobs Avenue,
Mississauga, Ontario A1B 2C3
janedoe@gmail.com

(905) 123-4567 (Home)
(905) 123-6789 (Cell)

OBJECTIVE: An entry level position in the retail or service industry

HIGHLIGHTS OF QUALIFICATIONS

- Strong team member and follows directions well
- Good oral and written communication skills
- Dedicated worker who completes tasks in a thorough manner
- Hardworking and responsible

TEAM WORK AND COMMUNICATION SKILLS

- Worked with a team to create promotional materials for a school charity event
- Managed ticket booth, ensured cash sales balanced with float
- Participated in planning meetings and post-event tasks

ADMINISTRATIVE AND ORGANIZATIONAL SKILLS

- Summarized meeting notes in a shared document for all team members
- Tracked ticket sales, compared previous attendance levels, provided final report to supervisor
- Answered email inquiries
- Organized food delivery for event leaders and guests

GENERAL WORK SKILLS

- Punctual, perfect school attendance for last two academic years
- Cooperative and flexible, responding to changes in classroom environment and routines
- Enlist help when required
- Pay excellent attention to detail

WORK AND VOLUNTEER HISTORY

Humane Society (CO-OP Placement) , Mississauga, ON	2018
• Assisted with animal care • Restocked supplies, attended to cleaning tasks • Maintained bulletin board with public notices	
YMCA Volunteer , Mississauga, ON	Summer 2017
• Assisted with preschool groups at snack breaks • Helped tidy playroom at end of day • Assisted with dismissal, ensuring child was with parent or guardian • Ran simple errands to stockroom for supplies as needed	

EDUCATION

O.S.S.D., Specialist High Skills Major in Health and Wellness, Mississauga Collegiate High School	2016- current
<i>Merit Award for Hospitality and First Aid Classes</i>	2017, 2018
St. John Ambulance – Babysitting Basics	2017
St. John Ambulance – Home Alone Course	2016

REFERENCES AVAILABLE UPON REQUEST

Résumé Do's and Don't's

Do's

Use a professional, simple and consistent font. Examples include: "Calibri"; "Times New Roman"; and "Cambria."

Keep your formatting consistent. Bold job titles and your name.

Always list your most recent work experience first.

Make sure to include your current email address and phone number.

Vary language when describing job tasks by using a variety of verbs. For example, assisted, worked, participated, organized, implemented, executed.

Always include "References Available Upon Request" at the bottom of your resume. Have these names and contact information on a separate sheet that you can offer.

Don'ts

Do not use a font size under 11. Anything smaller will be hard for the employer to read.

Do not over use bold. You want specific information to stand out.

Do not use too many bullet points. Keep it about 6-7 or they will not be read.

Do not use an unprofessional email address.

Do not repeat phrases when describing job tasks. For example: "**worked** selling items", "**worked** cleaning store, "**worked** answering customer questions."

Do not include a full list of references with contact names and numbers on your résumé.

Obtaining References

Deciding who to put down as a reference is an important decision.

A less-than-enthusiastic reference can make potential employers wonder if you're a good candidate for the job. If your reference can give you a strong, glowing report, then the employer will be more likely to think you have the right skills for the job.

Who do you ask?

You can ask past supervisors if they believe you excelled in your role and you left the position in a positive way (e.g. the job ended, you went back to school, holiday break concluded.) Include supervisors from paid or volunteer positions.

You can ask teachers, counselors, youth group leaders, club or team directors if they know you long enough to speak well about your skills. They must have enough experience seeing your work or skills to give examples of your abilities.

You can ask other adults that know you well that are not family members who have a good sense of what you're like and how you perform work. (e.g. mother's helper or baby-sitting, lawn cutting.)

How do you ask?

Make sure you have had recent contact with your potential reference.

You can always stop in to visit or call them to let them know you are trying to get a job. You can say, "Are you comfortable to make a positive recommendation if someone calls for a reference?" If they agree, thank them and make sure you collect their correct contact information. Usually name, phone number and any title for place of work is sufficient to provide a potential employer.

Example:

Debbie Smith, Manager,
Shoeland, Mississauga,
ON (905) 333-3333

Frank Jones, Owner,
Frank's Family Restaurant
(519) 333-3333

Try to have at least three different people listed on a separate sheet of paper that you can offer if asked for references.