

Resume Kit

General Information

Name: _____

Address: _____

City, Province: _____

Postal Code: _____

Phone Number: _____

Are you looking for full time or part time work? (Please circle - you may circle both)

What kind of job are you looking for? You may include the field of occupation and position titles.

Education & Training

List any relevant education/training course(s) (i.e. University, College, First Aid & CPR, WHMIS, etc.) that you have completed that applies to the line of work you are looking for:

Name of Course/Diploma:
Example: WHMIS

Name of Institution, Location:
Example: YMCA, Dartmouth, NS

Dates of Course:
Example: 1999-2001

1.		
2.		
3.		
4.		
5.		
6.		

List any accomplishments or awards/recognition you may have received that is relevant to the line of work you are looking for:

WORK & VOLUNTEER HISTORY

*For this section, fill out one chart for each job you have held.
You may include unpaid volunteer work.*

Position Held (Example: Labourer)	Place of Employment (Ex: D & D Construction)	Location of Employment (Example: Dartmouth, NS)	Date(s) of Employment (Example: 1999-2002)
Please List the Major Responsibilities of Your Job In the Spaces Below			
<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ 		<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ 	

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REFERENCES

For this section you may include former bosses, co-workers or personal references. It is recommended to have at least two work references and two personal. (Remember if you are going to use someone as a reference you should always contact them first and ask them for their permission. You should also use someone you are sure will say positive things about you.) It is acceptable and not uncommon to put references available upon request on a resume but you should have your reference information available for when an employer requests it.

Name: _____ Job Title: _____ Company: _____ Telephone Number: _____	Name: _____ Job Title: _____ Company: _____ Telephone Number: _____
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Name: _____ Job Title: _____ Company: _____ Telephone Number: _____	Name: _____ Job Title: _____ Company: _____ Telephone Number: _____