

**Unit 4**  
**Preparing for Employment -Resumes**

1. If you have a resume currently, please update and hand in-make sure it meets my criteria!
2. Resumes were completed in Careers 10, locate it here, or start making one:
  - a. Go to the portal and under My NVSD click ‘myBlueprint’
  - b. On the left hand panel click ‘work’
  - c. Click ‘resumes’
  - d. Either ‘create resume’, or update the one you did in Careers 10
  - e. Use the sample attached as a guide
    - i. **NOTE: When you list your duties it is called “add accomplishments”**
  - f. **Reminder: do your references and click “include on separate page”**
3. Preview your resume
4. Export your resume
5. Hand it in

**MARK DISTRIBUTION**

**First Impression**

Contact Information is clearly laid out and correctly formatted ..... 2

**Objective**

The career objective is simple and clear ..... 1

**Education**

Filled out and corrected formatted ..... 1

**Work Experience**

The resume includes employer, address..... 2

Includes the duties and dates... 5

The work history is listed in reverse chronological order  
(most recent job first). ..... 2

**Format**

All resume sections are correctly filled out if applicable ..... 5

Extra-curricular

Volunteer

Skills and Abilities

Achievements

Certifications

Hobbies and Interests

**Writing Style**

Personal pronouns -I, me or my are not used..... 2

**References**--Full information provided..... 5

**JOHN SMITH**

Apt. #123 - 456 Seventh Street  
North Vancouver, BC V7C 1V4

**Phone: (604) 666-5566**

**OBJECTIVE** To develop my skills as a Cook Apprentice, eventually acquiring my Red Seal

**EDUCATION**

- **Windsor Secondary School**, North Vancouver, BC
- Graduation June, 1996

**WORK EXPERIENCE**

Food Preparation	<b>Subway Restaurant</b> Manager: Tom Banks , 604-990-9090 North Vancouver, BC Duties: making sandwiches, cleaning, cash handling, customer service	September 1995-December, 1996
Grounds Maintenance	<b>Wishing Well Apartments</b> Supervisor: Mr. Sam, 604-990-6060 Vancouver and Surrey, BC Duties: cleaning garden beds, planting shrubs, sweeping, blowing leaves	Summers 1992 -1994
Newspaper Carrier	<b>North Shore News</b> Supervisor: Philip Round North Vancouver, BC Duties: stuffing papers, delivery, collection	January, 1988 - July, 1989

**EXTRACURRICULAR**

2006-present Windsor Soccer

**VOLUNTEER WORK**

Customer Service	<b>Cypress Bowl Ski Resort</b> Supervisor: Mrs. Helen Duties: Dealing with customers, cash service, paperwork, filing	Winter, 1994 – 1995
Public Assistance	<b>First Night</b> Supervisor: Tim Frank, 604-890-9090 Duties: Crowd Control	Winter, 1992

## **SKILLS AND ABILITIES**

Excellent interpersonal skills with peers and associates  
Active participant in community organizations  
High energy, dedicated, motivated, dependable worker  
Quick learner, ability to work unsupervised; excellent work ethics

## **CERTIFICATIONS**

- St. John's Ambulance, Safety Oriented First Aid .
- SuperHost Certification.
- Service Award, Chef's Training Program, Carson Graham Secondary

## **HOBBIES AND INTERESTS**

Cooking, culinary studies, rock climbing, DeMolay (Freemason Organization), horseback riding, mechanics.

**EXAMPLE**

## REFERENCES

Mr. W. McDonald  
Career and Personal Planning  
Department Coordinator  
North Shore Secondary School  
1234 Fifth Street  
North Vancouver, BC V7G 2J1

Phone: 604-903-3666 Ext. 301

Mr. Fred Major  
Service Manager  
Pacific Honda  
1234 Auto Mall Way  
North Vancouver, BC V7K 3F5

Phone: 604-988-1245

EXAMPLE