

SAMPLE RÉSUMÉ – PART TIME JOB

Name

1 Main Street, Anywhere, ON A1A 1B1

myname@email

(519) 555-5555

Skills and Work Habits Profile

- **Oral Communication Skills** – Friendly, approachable and able to effectively communicate with clients and staff
- **Money Math Skills** – Responsible for handing cash at special events
- **Organization** – Excellent organizational skills and able to prioritize when faced with a number of tasks
- **Reliability** – Punctual worker who uses time effectively to meet deadlines
- **Teamwork** – Excellent team player who works willingly and respectfully with others

TIP: Look at the skills and work habits listed in a job ad you are interested in. This can help you decide which skills, work habits and personal examples to feature here and in your cover letter.

Training & Certificates

- WHMIS, safe food handling and customer service training
- St. John's Ambulance First Aid Certificate
- Proficient in MS Office

Education

2003 – 2005 Enrolled in Grade 11, Anywhere Collegiate Vocational Institute

Experience

- 2005 Weekly Newspaper, Anywhere, ON
Cooperative Education Placement (2 months)
- Answered customer inquiries efficiently and professionally
 - Entered client subscriptions, sent renewal notices and learned aspects of a newspaper graphics programs
 - Complimented by manager on punctuality and ability to work in a team
- 2003-2004 ABC Restaurant, Anywhere, ON
Bus person (part-time)
- Responsible for clearing tables, working effectively with cooks and wait staff and maintaining a clean working environment
 - Participated in WHMIS training and customer service training
- 2004 Community Centre, Anywhere, ON
Volunteer
- Responsible for selling tickets and collecting money for the annual fundraiser
 - Worked effectively with other members of the volunteer committee to ensure that the event ran smoothly

References available upon request, including Ontario Skills Passport

www.ontario.ca/skillspassport