

## **Resume, Cover Letter & Application Form Samples**

**Erykah Badu**  
1000 Michigan Ave.  
Chicago, Ill.  
V8N 1N4  
Telephone 385-5540

**Objective:** to receive entry-level job

### **Highlights of Skills and Qualifications**

- Enthusiastic, outgoing and eager to learn
- Excellent communication skills, both written and verbal
- Intuitive and have the ability to think clearly under pressure
- Top third of grade 9 and 10 class
- Good social skills
- Able to speak Punjabi fluently

### **Communication and Organizational Skills**

- Active member of the Student Council and Leadership
- Confident public speaker
- Peer tutor to children with learning disabilities
- Maintained honour roll status throughout Grades 8, 9 and 10
- Promoted school activities: organized school events including the Remembrance Day Assembly and Spirit Week
- Helped organize layout and presentation of the school Annual (1996-97)

### **Work Experience**

Sales Person      Thrifty Jeans      January 1997  
-Dealing with customers, and merchandise

Assistant secretary in doctor's office      Dr. S. S. Chima      July-August '97  
-filing, stamping, appointments, etc.

### **Education**

Mount Douglas Secondary School, currently in grade eleven  
Cedar Hill Junior Secondary School, grades 8-10

### **Certificates:**

Citizenship award (1997)  
Academic achievement award (1997)  
Food Safe, Basic Level I (1996)  
Basic First Aid, St. John's Ambulance (1994)

### **References**

Dr. S. S. Brown	Lisa Smith	Mrs. L. Jones
Dentist	Friend	Cedar Hill Jr. Sec. School
721-1345	477-4344	477-6945

## **Resume, Cover Letter & Application Form Samples**

**Peter Smith**  
2145 Meadmore Drive  
Victoria, B.C. V8N 3X3  
(250) 477-9999  
smith@islandnet.com

**CAREER OBJECTIVE:** To gain experience to pursue my career goal of broadcast journalism.

### **SKILLS AND ABILITIES**

- enjoy working with people
- honest and reliable
- excellent organizer
- hard worker
- patient with other people
- can work in a team scenario
- fast learner

### **WORK AND VOLUNTEER EXPERIENCE**

#### **Babysitting**

- Ongoing
- Have babysat two small children (ages 3 and 6) for the past few years.
- Have also babysat for some neighbours and friends of the family for the past 2 or 3 years (ages vary from 2 to 12)

#### **Work Experience**

- In August of 1997, volunteered 2 days of my time to work for Revenue Canada in the Human Resources Department. I have also done many hours of career shadowing at CHEK TV.
- Am currently employed at McDonalds located on Hillside Ave. (since August, 1997).

### **ACCOMPLISHMENTS**

#### **Special Programs**

- Was involved as an aid in the Senior Integrated program (SIP) at my school (Arbutus) last year. I worked with mentally and physically challenged adolescents.

#### **The Arbutus Futures Conference**

From November 1996 to February 1997

- Was one of six students who helped on the planning committee at our school to organize a conference dealing with the future careers and lifestyles of the students in our school. It consisted of over 80 guests from the business community.

#### **School Yearbook Committee**

From October 1996 to March 1997

Arbutus Junior Secondary

- Compiled photographs of staff, students and school events, and created a layout which was used for the school yearbook. Meeting production deadlines was a major requirement.

### **EDUCATION**

Currently enrolled in Grade 11 at Mount Douglas Senior Secondary School

- Made the Honor and Merit Rolls for a combined total of 19 times during my three years at Arbutus.
- Received a Passport to Education (a scholarship for the top 20% of students in each grade) last year.
- Have won 4 Citizenship, 4 Service Awards and 2 awards for my involvement in Students' Council.

### **REFERENCES**

#### **Mr. & Mrs. K. Smith**

Parents of children I babysit  
477-2345

#### **Philip Anderson**

CHEK TV Anchor  
389-6403

#### **Mrs. B. Black**

Fairburn Elementary  
Former SIP Program Teacher  
at Arbutus Junior Secondary 477-6990

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1910 Skylark Lane  
Victoria, B.C.  
V8N 2X3

March 24, 2007

Ryan Aune  
Manager  
Thrifty Foods  
363 John Street  
Victoria, B.C.  
V6G 9Q3

Dear Mr. Aune:

### **Re: Position of Stock Boy**

I am writing in reference to the possible job opening as a stock boy: I discovered this available position through an advertisement in the March 4, 2007 publication of the Times Colonist.

Several important things that you mention in your advertisement make me believe that a person with my qualities would be highly beneficial to your company: my reliability, and positive people skills are something that your customers will respond to favourably.

As my resume states, my experiences as a concession attendant, as well as my academic achievements have provided me with many valuable skills in the fields peer relations and time management. I get along with others very well. I have had previous duties of handling money, customer service which I did with minor supervision. I would be able to stock the shelves with speed and efficiency and help customers as much as they need. I would apply my skills to their fullest potential and I believe this makes me a very beneficial employee.

I am sure given the opportunity with my people skills and my close attention to detail, that I could work quickly and efficiently in a fast paced environment such as your store. I will be able to take instructions from peers and carry them out flawlessly, as well as deal with customers. With my people skills, customers will feel more welcome and more willing to come back to your store: so I believe that I'm well suited to this job.

I am available for an interview anytime during the week after 3:30 pm. You can contact me at 477-2325 between the hours of 3:30 pm - 9:00 p.m. Monday to Friday to arrange an interview at a convenient time. I look forward to meeting with you and discussing my qualifications.

Sincerely,

Andrew Smith