

Name:

CLE 10 Resume Assignment

As a high school student, you may think that you don't need a resume until you are about to graduate from college and begin your search for a full-time job. However, high school students need resumes just as much as college students do. From getting into college to obtaining a part-time job, a resume is essential because college recruiters and employers alike want to see a brief summary of your abilities, education, and experiences. Any potential employer, admissions counselor, and/or volunteer recruiter should be able to derive three skills and three experiences that would make you unique to the position you are applying for.

***Create a cover letter and resume in My Blueprint (in the "Work" section) to apply for a part time local position. You may look online for available jobs, use your current place of employment, or use the newspaper samples. The cover letter and resume are due: Monday, May 9, 2022.**

Important tips when composing your resume:

- **No more than one full page.** Your high school resume should never be longer than one page—two pages maximum.
- **Customize your objective.** An objective lets potential employers know your main goal. For example, your objective may be "To obtain a part-time sales position at *Dollarama*."
- **What if you do not have any work experience?** Consider listing volunteer work and/or school-related experiences, such as laying out copy for a yearbook, tracking equipment for a sports team, creating programs for a school event or something similar. Anything that might be considered a task associated with the work environment is fine to use on your resume.
- **List your accomplishments.** Accomplishments are probably the most important things you can list on a resume because it shows that you worked hard, were involved, and got things done.
- **Use keywords.** (Use this tip when you're ready to submit a real resume to a real job posting.) Most companies use applicant-tracking software, which scans resumes for keywords relating to skills, training, degrees, job titles and experience. Make sure your resume gets through this preliminary screening... use the same key words on your resume as the qualifications listed on the company's job posting. *Remember to use only the qualifications/keywords that you **actually** possess or are currently acquiring.
- **Proofread everything to make sure there are NO mistakes.** It is highly recommended you have someone else read your resume to look for errors, typos and grammar mistakes. Any mistakes are usually the first things an employer looks for to eliminate you from the hiring process.
- **Never lie on your resume.** Any non-truths stated on your resume could result in immediate firing and will ruin your reputation.
- **Attach your resume to a one-page cover letter (cover letter goes in front of your resume)**

Résumé Assignment

Choose an advertisement for a part time job that interests you from the samples provided. Create a suitable résumé and cover letter to apply for the position. Use the sample cover letters and résumés to help you format yours. * The cover letter is attached in *FRONT* of your résumé.

Spelling, grammar and accuracy matter--do a quality job!

NEWSPAPER SAMPLES :




STAFF NEEDED:
Part-time Dishwasher
Part-time Cashier
Part-time Server
Part-time Cook
Part-time Driver
Full-time Driver

2220 2nd Avenue
Apply in person to Blake Smith

SUBWAY

is now hiring
Full Time & Part Time Positions
Day or afternoon shifts for both locations.
Applicants should be mature and friendly.
Manager & Sandwich Artists
Excellent benefits package.
Mature applicants preferred.
Submit resumes to:
Attention: Store Manager
Subway
2190 2nd Avenue or 212 Main Street
No Phone Calls Please

**Canadas Best Value Inn**
Has opening for
Part-time
Front Desk Clerk
Apply with resumé to
Ed or Brigitte Snow
(no phone calls please)
River View Hotel
102 Wood Street

Curious Buddies Daycare

Looking for
Childcare Workers
Call Lilly ~~Atom~~
456-2336 or 334-1759
38g Lewes Blvd.
Riverdale

Sample #1 - General Resume

N A M E

1234 Street North
Whitehorse YT Y1A 4M2
(867) 555-5555 | [firstlastname@email.com](mailto:firstname.lastname@email.com)

OBJECTIVE

To obtain a part-time position while completing high school credits.

EDUCATION

Currently in Grade 10 - Anticipated Graduation June 2017

Vanier Catholic Secondary

Aug 2012 - Present

WORK EXPERIENCE

Child Care Provider

The Downing Family, Whitehorse YT

Jun 2014 - Present

- Supervise 4 children under the age of 11 on occasional weekends and during school breaks
- Responsibilities include children's safety, food preparation, play activities and tutoring

Waitress/Server

Boston Pizza, Whitehorse YT

Jun 2013 - Dec 2014

- Primary responsibilities included taking orders, explaining menu items, delivering food and beverage orders, and clearing/setting tables
- Provided prompt and courteous service
- Assisted co-workers to improve workflow and customer service

VOLUNTEER EXPERIENCE

Youth Volunteer

Yukon Wildlife Preserve

Jun 2013 – Aug 2013

- Setup and maintain activities for visitors;
- Work with children in the summer camp programs
- Assist with live animal presentations
- Over 200 hours of community service completed to date

Volunteer

Big Brother Big Sister, Whitehorse YT

Oct 2012 - Present

- Responsible for mentoring a youth one-on-one, on a weekly basis
- Assist with homework, play activities, support positive choices and help develop effective communication skills

SKILLS & ABILITIES

- Computer skills include Microsoft Word, Excel, PowerPoint and Adobe Photoshop
- Ability to prioritize and manage time well; accept responsibility and make decisions effectively

REFERENCES AVAILABLE UPON REQUEST.

Sample #2 - Job-specific Resume

Student Name

1234 Street North
Whitehorse YT Y1A 4M2
(867) 555-5555 | [firstlastname@email.com](mailto:firstname.lastname@email.com)

Career Objective

To obtain a part-time barista position at Coffee Beans while completing high school credit.

Education

Aug 2012 – Present **Currently in Grade 10 at Vanier Catholic Secondary**
• Anticipated graduation June 2017

Work Experience

Oct 2013 – June 2014 **Barista**, The Coffee Press, Haines Junction YT
• Prepared quality beverages for customers
• Responsibilities included cash handling and cash registry; customer service; inventory; quality control; and followed health, safety, and sanitation guidelines

Jan 2012 - Aug 2013 **Child Care Provider**, The Johnson Family, University Place, Washington
• Supervised three children under the age of 10 on weekends and during school breaks
• Responsibilities included children's safety, food preparation, activities and tutoring

Volunteer Experience

May 2014 – Present **Volunteer**, The Food Bank, Whitehorse YT
• Participation in various events including food bank distribution, neighborhood clean-up projects, and several events for fundraisers
• Over 200 hours of community service completed to date

Awards & Certificates

- Academic Honor Roll (June 2014)
- CPR & First Aid Certificate (March 2014)
- National Science Fair finalist (2013)

Skills & Abilities

- Adobe Photoshop, Microsoft Office, Outlook, Paint Shop
- Able to Multitask, Creative, Good Communicator, Organized, Team Player
- Fluent in French & Spanish

Extracurricular Activities

- Yearbook, Volleyball, Student Council Representative

REFERENCES AVAILABLE UPON REQUEST.

Name: _____

How to Write a Resume

10 hot resume tips

Creating a resume, especially if it's your first, can be tough. We'll answer the top 10 questions teens ask about resumes.

1. So... what is a resume anyway?

A resume is a list of your past work experience and skills. Your goal is to impress the hiring manager enough to give you an interview. Think of it as an advertisement for yourself.

2. How do I know what to put in my resume?

The essentials are: your name, address, phone number, email, education and relevant work experience. The key word is relevant. Don't mention every babysitting job and basketball trophy you've ever gotten. Think about what the employer wants to see and focus on just those things. Your resume should fit on one page.

3. What if I'm still working on my high school or college degree?

You can say something like:

- Currently a junior at Idlewild High School

or

- Bachelor of Arts in English anticipated June 2011

4. What if I never had any "real" paid jobs to include?

Even odd jobs are real jobs! Include them and give yourself a job title.

For example:

- Child care provider, self-employed
- Landscaping services (self-employed)

Be sure to add "Customer references available on request" and be prepared to provide contact

information for people you worked for. First ask your references if it's okay to give out their phone number!

5. What if I don't have any work experience?

If you're applying for your first job, think about other relevant experience you may have. Have you ever volunteered for an organization? Helped out at your church? Watched your neighbors' pets while they were on vacation? Anything that shows you're responsible, motivated and hard-working.

6. No, seriously. I don't have anything to put on my resume. What do I do?

First, don't make anything up. That's just shady and you're going to get caught. The best way to get some quick experience is to do volunteer work. Pick an organization you're interested in that will let you develop some career-related skills. For instance, nonprofits are always looking for help in the office with answering phones and updating computer records.

7. What information do I include for each job?

Resume formats vary, but you should always include the position you held, name of employer, location of employer, and dates of employment. Like this:

Server

Crab House, Baltimore, Md.

January 2008-June 2009

Also list your job responsibilities and accomplishments, especially things you were in charge of. But be brief; don't write a book! Here's an example:

- Provided excellent customer service in a fast-paced restaurant environment
- Oversaw prep work for busy weekend dinner shift
- Trained and mentored new hires

8. What if I got fired from my last job?

There's no need to mention it on the resume. Just be prepared to explain when you get to the interview. (And when that happens, don't talk trash about your old boss. Just say you didn't see eye-to-eye with the management.)

9. Do I need an objective on my resume?

Many people head their resume with a career objective that talks about their professional goals. Do teen job seekers need an objective? No. They really aren't necessary when you're applying for entry-level jobs. You can, however, use that space to say a little about yourself.

10. Do I need to print my resume on fancy paper?

Plain white paper will do. No colored inks or crazy fonts! Too much "creativity" gets you noticed - and sent straight to the "No" pile.

Take a look at this [sample resume](#) for teens.

BASIC WORK SKILLS

CHECKLIST Page 1

CAN DO

NEEDS
WORK

COMMUNICATION SKILLS

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- I speak clearly.
- I know how to explain my ideas to others.
- I ask appropriate questions.
- I know how to seek help when I need it.
- I write good letters and reports.
- I'm a good listener.
- I'm able to interpret written instructions well.

THINKING SKILLS

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- I think about issues clearly.
- I evaluate situations logically.
- I reason well and make objective judgements.
- I know how to make informed decisions.
- I know how to evaluate risk.
- I understand and solve problems using basic mathematics.
- I know how to use technology effectively.

ORGANIZATIONAL SKILLS

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- I have the ability to set goals in my work and personal life.
- I complete work on time.
- I work neatly and accurately.
- I take care of tools, materials, and equipment.
- I follow directions.
- I plan and organize activities to meet deadlines.
- I handle interruptions and changes and still meet goals.
- I plan and manage my time.

BASIC WORK SKILLS

CHECKLIST Page 2

CAN DO

NEEDS
WORK

ADAPTABILITY SKILLS

- | | | |
|-------|-------|---|
| _____ | _____ | I have a positive attitude towards change. |
| _____ | _____ | I recognize and respect other people's differences. |
| _____ | _____ | I think of new ways to get the job done. |
| _____ | _____ | I handle transitions easily. |
| _____ | _____ | I see my mistakes as learning experiences. |

INTERPERSONAL SKILLS

- | | | |
|-------|-------|---------------------------------------|
| _____ | _____ | I get along with people. |
| _____ | _____ | I'm co-operative. |
| _____ | _____ | I care about the feelings of others. |
| _____ | _____ | I know how to be tactful. |
| _____ | _____ | I respect the ideas of others. |
| _____ | _____ | I support other people's decisions. |
| _____ | _____ | I help others with their problems. |
| _____ | _____ | I accept authority and supervision. |
| _____ | _____ | I know how to work on a team. |
| _____ | _____ | I respect other people's differences. |

LEARNING SKILLS

- | | | |
|-------|-------|--|
| _____ | _____ | I enjoy learning. |
| _____ | _____ | I'm curious about people and events. |
| _____ | _____ | I'm interested in learning more about my areas of career interest. |
| _____ | _____ | I know how to read and find information when I need it. |
| _____ | _____ | I want to continue learning throughout my life. |

(Adapted from *Canada Prospects*—HRDC)

How to Make a Cover Letter

December 1, 2009

Recipient Name

Address line 1

Address line 2

City, State/Province Postal Code

Email address.com

Dear Employer:

A well-written cover letter is your first impression to a potential employer. It will not only summarize your experience and education, but also represent your communication skills. As such, be succinct and check your grammar and spelling.

A cover letter should be written in the first person. It should be professional, but not stuffy. One good review technique is to read your cover letter aloud. Does it sound natural? If so, then you're on your way. If not, keep working on it. Rewriting is the best tool for creating a great cover letter.

Your cover letter should be customized to meet the need of a potential employer. Don't assume the employer will see you as a match for the position. Match your skills to those listed for the job. Remember to focus on the big points. One trick is to imagine yourself in an elevator with your employer. How would you sell yourself in fifteen seconds or less?

The cover letter itself should be structured as follows:

- Introduction – identify yourself and the desired position
- Rationale – promote yourself; outline your key strengths and abilities and match them to the job description
- Action items – suggest next steps (interview availability, phone follow-up, etc.)

Of course, always thank the employer for reviewing your application. A little courtesy can go a long way. Best of luck!

Sincerely,

Signature

Your Name Typed

**NOTE: The cover letter goes before your résumé (it "introduces" your résumé).*

100 Cook St
Billerica, MA 01821
June 25, 2001

SAMPLE
COVER
LETTER

Mr. Howard Smith
Tallon Corporation
100 Digital Lane
Anywhere, MA 00005

Dear Mr. Smith:

Your recent advertisement in THE CHARLESTON TIMES described an executive secretarial position in which I am very interested. I want to secure a secretarial position in the Charleston area which offers opportunities for upward mobility. This position appears to have exciting possibilities for the right candidate.

After researching The Tallon Corporation, I was impressed with your rapid growth in the computer software market. I believe my part-time work experience at a comparable software company in Columbia and my technology training highly qualify me for your position. In addition to my experience and training, I was the recipient of the Technology Award at a recent state-wide context for Business Education students. The fact that I speak Spanish fluently should also benefit your company since you have a number of clients in Spanish-speaking countries

Since it is difficult to reach me during the day, I will call you next Wednesday to schedule an appointment for an interview. I can be reached, however, after 5 p.m. at 803-555-0456. Thank you for considering my application. I am excited about the possibility of working for the Tallon Corporation.

Sincerely,
Karen Jones
Karen Jones

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.

These skills can also be applied and used beyond the workplace in a range of daily activities.

Fundamental Skills

The skills needed as a base for further development

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve



The Conference Board of Canada

255 Smyth Road, Ottawa
ON K1H 8M7 Canada
Tel. (613) 526-3280
Fax (613) 526-4857

Internet: www.conferenceboard.ca/education