

SAMPLE RESUME FORMAT

Brandon University
Career Planning & Placement Office
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Anne Eager Student
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Brandon, MB
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Phone: (204)727-9651
E-mail: careers@brandonu.ca

Education

2009 – present Bachelor of Arts – Major/History, Minor/Political Science
Brandon University, Brandon, MB
(will graduate May 2013)

Demonstrated Skills

- Strong interpersonal skills developed through extensive contact with the public in both work and volunteer settings.
- High level of enthusiasm and motivation and strive to complete all tasks I undertake.
- Effective communication skills developed through public speaking.
- Comfortable working with computers and have experience utilizing word-processing software (MS Word and WordPerfect) and Internet applications (Netscape and Eudora).

Work Experience

2008/'09 (summers)

Park Interpreter

Conservation Manitoba
Carberry, MB

- Develop and compile presentations for groups of up to 25 people.
- Answer questions and assist campers.

2008-present (part-time)

Cashier/Stock person

Brandon Grocery, Brandon, MB

- Cash handling, till operation and completing daily cash report.
- Stocking shelves and general cleaning.
- Serving customers and resolving concerns.

Volunteer Experience

2006 - present

Volleyball Coach

Brandon Sports Centre, Brandon, MB

- Develop schedule for the year and organize year-end tournament.
- Assist with marketing and fundraising activities.

Interests

- Play on recreational softball team.
- Avid reader of career related publications.
- Enjoy outdoor activities including: cycling, running and golf.

References will be supplied upon request (or include with resume)

