

SAMPLE RESUME FORMAT

Brandon University
Career Planning & Placement Office
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Anne Exceptional Person

270 – 18th Street
Brandon, MB
R7A 6A9

Phone: (204)727-9651

E-mail: careers@brandonu.ca

Education

2017– Present, Bachelor of Arts – Major/History, Minor/Political Science
Brandon University, Brandon, MB
Will graduate May 2020

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 and database applications.

Work Experience

2015/'16 (summers)

Park Interpreter

Conservation Manitoba
Carberry, MB

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

2015-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

2014 - 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 basketball and volleyball teams.
- Avid reader of career related publications.
- Enjoy outdoor activities including: cycling, running and golf.

References

For a reference sheet, you should have at least 3 references that are current (within a year, 2 maximum) and can speak to your abilities, work ethic or personality. It is common to have 2 work related references and 1 character reference. If you have 3 excellent work references, you should use all 3 and leave out the character reference. The following is an example of what a single reference on this sheet should look like:

Name of reference

Title

Place of work

Address of work

Telephone (work if available, personal if not):

Email Address (if available)

Example:

Jim Bob

Owner & Manager of Jim's Café

Jim's Café

23 Café Street

Phone: 204-721-7123

Email: jim@cafe.ca

Relationship:

This is where you would explain how this reference knows how you work, and your capabilities. For example: Jim is currently my supervisor in my role as head barista at Jim's Café, and can speak to my customer service capabilities, my efficiency, and upbeat personality. Jim knows that I am compassionate, hardworking, and am an excellent and efficient barista. We have worked well together for 5 years, and he has been an excellent supervisor.

Format this reference sheet in a similar fashion to your resume.