

# Sample Resume

The resume is clean and neat without any spelling mistakes or typos

## John Johnson

123 Fake Street  
Toronto, Ontario, M5M 6Y7  
Telephone: (416) 485-5678  
Email: john\_johnson@gmail.com

Contact information appears on each page

### CORE COMPETENCIES:

- Bilingual in English and French
- Comfortable with public speaking and customer service
- Self-motivated and willing to take initiative
- Expert with computers

Skills are emphasized instead of experience

### WORK EXPERIENCE:

#### Occasional Receptionist and Office Clerk

Donnell, Dole, Frutt and Young, Attorneys at Law

September 2013 - present

Exact dates are listed

#### Volunteer Camp Counselor

North Toronto Community Centre

June - August 2013

### EDUCATION:

- Grade 10, Oakwood Collegiate Institute

September 2012 - present

Skills and experience are targeted for each application

### WORK-RELATED SKILLS:

- Communications
  - responded and directed customers calls
  - debated regularly in front of large groups at model United Nations
- Leadership and Teamwork
  - supervised group of eight elementary school children
  - encouraged team of fifteen players
- Organization
  - developed activities for children at day camp
  - filed paperwork at a busy law office
- Computer Skills
  - proficient with Microsoft Office, Prezi and Adobe software

Action words used to describe past duties and projects

Include software that you learned to use in BTT10

List all awards or certificates received

### AWARDS AND CERTIFICATIONS:

- J.P. Raymond Scholarship for Studies in History
- CPR and First Aid

June 2013

December 2012

### HOBBIES AND INTERESTS:

- Member, School Junior Soccer Team
- Junior Member, D.E.C.A. Team

2012 - present

2013 - present

Hobbies and interests give the employer a better picture of you