

MERIVALE HIGH SCHOOL

 *cooperative education*

RESUME WORKSHOP

Why have a résumé?

Inventory: The résumé is an inventory of your experiences. It can help clarify your value as an employee and prepare yourself for the job-search process.

Summary: A résumé offers a valuable summary to an employer. At a glance, a potential employer can evaluate whether you should be interviewed.

Interview Outline: At a job interview, a résumé can be used as a reference for questions by the interviewer and for comments by the interviewee.

Review: The résumé can be used by a potential employer to review candidates who have been interviewed and it can be filed for future reference.

Résumé Assignment

1. Prepare a copy of your résumé to be handed in to your coop teacher.
2. The résumé must be created on a computer and saved for future revisions.
3. Submit a a copy of your résumé to your coop teacher no later than
4. Corrections and changes may be suggested by your coop teacher. It is important to complete these changes immediately and submit your résumé once again.
5. Once your résumé is ready to be presented to a potential employer, your coop teacher will find you a coop placement and schedule an interview. Being placed is competitive, so it is imperative to have your resume in on time!
6. Your résumé should be convincing and should outline your strengths and what makes you unique as an individual and a worker.

*** If you experience difficulty with any component of this assignment, it is imperative that you consult the Coop office in room D109 for assistance. *Good luck!***

GATHERING INFORMATION

RÉSUMÉ WORKSHEET

Whether you are looking for a full-time position, a part-time job, a volunteer placement, or a career-related job-shadowing experience, once you begin the job-search process you will need to be able to access certain pieces of information quickly in order to complete a résumé, a covering letter, or an application form. The information you will need is outlined in the following list.

PERSONAL INFORMATION: Include your legal name, current address, telephone number, fax number and e-mail address, if you have one. These details must be accurate. An incorrect telephone number could result in a lost opportunity.

CAREER GOALS: Identifying career goals helps you realize the value of all community and work-related experiences and helps employers recognize how your career goals fit the needs of the organization. A single-sentence career goal is often included in a résumé. For Coop, you may want to word your goal *"To gain experience as a"* or *"To learn about careers in the field of employment."*

EDUCATION: This category includes your educational background and training. Note the grade level completed and highlight marks or courses that are of special significance (i.e. high mark, recognition obtained, etc.)

EMPLOYMENT: In **REVERSE CHRONOLOGICAL ORDER**, list the names, addresses and telephone numbers of all the businesses you have worked for, for which you were paid. As well, list volunteer work and work experience gained through school programs. Be prepared to include the supervisors' names, your periods of employment, the types of businesses, your job titles, and the responsibilities you carried out in each position.

Most recent employer _____

2nd most recent employer _____

3rd most recent employer _____

SKILLS: Three types of skills apply to résumés and application forms:

- i) **technical skills**, which are practical skills that you have learned, such as the use of specific equipment, computer programs, and languages;
- ii) **self-management skills**, which are personal skills, such as organizing and communicating
- iii) **transferable skills**, which can be applied to many situations, such as mathematical ability. Both technical and self-management skills can be transferable skills.

Technical Skills _____

Self-management Skills _____

Transferable Skills _____

ACTIVITIES & INTERESTS: Although your activities and interests allow a potential employer to gain some insight into your personality, they should be included only if they clearly relate to the position for which you are applying. For example, if you are applying for a job as program director of a day camp, you may want to list the sports in which you participate. Often your activities and interests lead you to a volunteer position with a local team or club. *Be sure to highlight these experiences in this section.*

REFERENCES: Prepare 3 references other than family members.

Make sure that you ask the person for permission to use his/her name. Do not use the names of peers. For each reference provide name, full professional mailing address, telephone number (and area code), title, business and company name.

Sample Résumé

2256 Main Street

Anywhere, ON

M9Q 2P2

613-555-3331

Email: dana@internetaddress

JOB OBJECTIVE

- to learn about careers in primary school education
- to develop employability skills and gain experience working with elementary school children

SKILLS

- possess strong communication and interpersonal skills
- work well independently and also as a team member
- think logically and solve problems resourcefully
- demonstrate organization and time management skills
- speak and write French fluently
- operate computers capably

EDUCATION/TRAINING

2007 —

Merivale High School

Ottawa, Ontario

- currently in grade 11
- enrolled in the French Immersion Program
- recognized on the Honour Roll for grade 11, first semester
- enjoy working in groups
- earned award for perfect attendance in grade 10
- hold current St. John Ambulance First Aid and CPR Certifications

WORK EXPERIENCE

Dec. 2008 —
(part time)

Burger King

Merivale Road

Ottawa, Ontario

Cashier

- take customer orders and fill them as required
- conduct cash and debit transactions
- train new employees as assigned

July & August, 2007
(*summer job*)

Gourmet Foodmart
123 Merivale Rd.
Ottawa, Ontario

Clerk

- bagged groceries
- interacted with customers politely
- stocked the shelves as required

April-June, 2006
(*weekends*)

Relax Retirement Home
2 Leisure Place
Ottawa, Ontario

Volunteer

- interacted with seniors as directed
- served snacks and drinks in the common areas
- accompanied seniors on walks or read to them if they wished

EXTRACURRICULAR ACTIVITIES

- play on the Merivale High School Senior Volleyball Team
- serve as the grade 11 representative on the MHS Student Council
- participate in MHS Debating Club
- assist community association to organize the annual neighborhood skating party
- enjoy skating, skiing and cycling
- read and watch movies for relaxation

REFERENCES

Ms. Sid Fictitious
Volunteer Supervisor
Relax Retirement Home
2 Leisure Place
Ottawa, Ontario
613-222-3333

Mrs. M.Dickson
School Counselor
Merivale High School
1755 Merivale Road
Ottawa, Ontario
613-224-1807

Résumé Action Words

*Circle the action words you could use to describe your accomplishments.
Include these in preparing your résumé.*

Analyzed	Estimated	Prepared
Arranged	Evaluated	Presented
Assembled	Expanded	Produced
Audited	Fund Raised	Programmed
Calculated	Group Facilitated	Promoted
Charted	Handled Complaints	Provided
Coached	Implemented	Published
Compiled	Improved	Recorded
Completed	Inspected	Recommended
constructed	Instructed	Referred
Consulted	Interpreted	Repaired
Coordinated	Interviewed	Represented
Corresponded	Logged	Researched
Counselled	Measured	Restored
Conserved	Met the Public	Reviewed
Created	Monitored	Selected
Created Layouts	Motivated	Sold
Decided	Negotiated	Served
Delegated	Observed	Studied
Delivered	Obtained	Sketched
Designed	Operated	Supervised
Directed	Ordered	Supplied
Dispensed	Organized	Tested
Displayed	Performed	Trained
Edited	Planned	Translated

Potential Placements

Accounting
Aircraft Mechanic
Animal Care
Animal Sales Assistant
Animation
Architect Assistant
Archives Assistant
Art Framing
Art Gallery Administrator
Art, Library Assistant
Art, Office Assistant
Audio/Cellular Technician
Audio Production Technician
Audio Visual Technician
Auto Body Repair
Auto Equip Installation
Auto, Inventory Assistant
Auto Mechanic's Assistant
Automotive Accessories
Auto, Parts Department
Auto, Shipper/Receiver
Bank Trainee
Carpenter Assistant
Child Care
Chiropractor Assistant
Clerk, Mail Room
Computer Assembly
Computer, Data Entry Clerk
Computer Engineer Assistant
Computer Graphics
Computer HArDware
Computer MultiMedia Aide
Computer Operator
Computer Programmer
Computer, Security Guard
Computer. Service Technician
Computer Software
Computer System Support
Computer Technician Support
Computer, Web Developer

Custodian's Assistant
Dental Assistant
Dental Hygienist
Design and Manufacturing
Draftsperson
Electronics Technician's Assistant
Engineering Assistant
Fashion Design Assistant
Financial Planning
Fire Prevention
Firefighting, Technical
Fitness Instructor
Florist Assistant
Food Services
Funeral Director's Assistant
Geographical Research Assistant
Graphic Design
Graphic Illustrator
Green house Worker
Hairsylist
Health Services, Emergency
Health Services, Research
Health Services, Volunteer Program
Health Services, X-Ray Technician
Heating Systems, Repair
Horses/Teaching/Stable Work
Hotel Assistant
Hotel, Banquet Management
Hotel, Purchasing
Interior Design
Journalism
Lab Assistant
Landscape
Law Clerk
Law and Security
Legal Office Clerk
Library Assistant
Machinist
Maintenance Crew WOrker
Marketing

Motorcycle Maintenance
Museum, Archeology
Museum Assistant
Music Sound Technician
Nursing Assistant
Office Administration
Office, Inventory/Shipping/Receiving
Office, Political Assistant
Optometric Assistant
Pharmacy Assistant
Photographer's Assistant
Physiotherapist's Assistant
Police Clerk
Police Clerk, Computer Support
Production Assistant
Radio, Production
Recreation
Research Assistant
Retail
Sales Assistant
Security
Seniors Care Giver
Seniors Recreation
Ski Technician
Social Service Worker
Sound Technician
Speech Language Assistant
Teaching, Elementary/Secondary
Teaching, French Immersion
Teaching, Physical Education
Television, Production Assistant
Theater Assistant
Tool and Die Apprentice
Travel Agent
Veterinary Assistant
Welding Assistant
Woodworking/Cabinet Maker
Youth Counselor/Program Assistant