

**BLM # 7**

**AVI10 Résumé Template**

Name

Address

Telephone Number: indicate whether or not it is a cell number

Email Address: be sure to have an appropriate, professional email address!

**Your Name In Large Font**

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**Summary of Skills**

Are you known for your organizational skills, multitasking abilities, leadership skills, creativity or communication skills?

**Education**

Include dates, and begin with the most recent: include not only the school name, but favourite courses.

**Work Experience**

If you have employment experience, include the dates, the employer and key duties performed.

**Volunteer Experience**

Again, include dates, the amount of time, who or what organization you volunteered for, and what exactly you did for them. If you have not volunteered anywhere, start! You will need at least 40 hours logged to graduate and it will enrich your life.

**Extracurricular Activities**

List extracurricular activities and what your role was for each listed. Include activities from school as well as other organizations. List events, teams, clubs or workshops attended on your personal time.

**Awards and Honours**

Have you received any awards or honours from school or in the community? Include them here, beginning with the most recent.

## Résumé Tips

- If you can fit your résumé on one page without it looking cluttered, do so.
- References are often asked for, but do not need to appear on your résumé unless they are requested.
- Rearrange the order of some of the categories outlined depending upon the job to which you are applying. Start with the experiences related to your job even if they you worked as a volunteer. For example, if you are applying to a day camp for the position of “Art Leader”, list the extensive volunteer experience you have with arts related activities. This is your strengths.
- Edit: one mistake and your résumé will usually be dismissed.
- Continue to update your résumé over time so you don’t forget to include important skills and experiences.
- What makes your résumé stand out? Do not rely on fancy fonts or colourful paper instead, include information that makes you unique from other applicants.