

COLLECTING DATA FOR A RESUME

Personal Information

Full name: _____

Street address: _____

Town / City, Province, Postal Code: _____

Home phone number: _____ Cell Phone: _____

email address: _____

Date of Birth: _____ Place of Birth: _____

Social Insurance Number: _____ Driver's License Number: _____

Languages spoken: _____

Honors / Awards: _____

Memberships: _____

yes / no Do you have Canadian Citizenship?

yes / no Are you legally able to work in Canada?

yes / no Do you require parental consent to work? (under 14 years old)

yes / no Do you require special accommodation? _____

Educational Background

What is the highest level of education attained? _____

Most recent high school attended: _____

Most recent middle school attended: _____

List the classes you have taken and your grades: _____

Certifications, special diplomas, or specific training you have (ex. foodsafe):

Skills with Evidence / Examples

List tools, machinery and equipment you know how to use: _____

List computer or technology skills you can demonstrate: _____

List personal qualities & behaviours you can demonstrate: _____

Other skills you can demonstrate: _____

Extracurricular Activities & Hobbies & Interests

Activity / Hobby	Years involved	Leadership role /skills

Work Experience

JOB 1

Employer: _____

Employer's contact / address info: _____

Position / job title: _____

Dates employed: _____

starting salary: _____ ending salary: _____

List job duties and responsibilities: _____

Accomplishments / Promotions / Recognition: _____

Reasons for leaving: _____

JOB 2

Employer: _____

Employer's contact / address info: _____

Position / job title: _____

Dates employed: _____

starting salary: _____ ending salary: _____

List job duties and responsibilities: _____

Accomplishments / Promotions / Recognition: _____

Reasons for leaving: _____

Volunteer Activities

Organization: _____

Position / job title: _____

Dates: _____

Personal & Work References

A reference is someone who can vouch for you, tell an employer that you are of good character, a hard worker, and that the facts on your resumé are accurate. References are often former employers, character witnesses, or long-term family friends who know you well. References can never be family members.

#1

Reference's Full Name: _____

Relationship: _____

Place of Employment: _____

Address: _____

Phone number: _____ email: _____

#2

Reference's Full Name: _____

Relationship: _____

Place of Employment: _____

Address: _____

Phone number: _____ email: _____

#3

Reference's Full Name: _____

Relationship: _____

Place of Employment: _____

Address: _____

Phone number: _____ email: _____

#4

Reference's Full Name: _____

Relationship: _____

Place of Employment: _____

Address: _____

Phone number: _____ email: _____