

First Name Last Name
2151 Cranmore Road, Victoria, BC V8P 5S4
home: 555.555.5555
cell: 566.486.2222
email: phjones@hotmail.com

Education

Oak Bay Secondary School, Victoria, BC
2002 - 2006

Experience

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honour Society: 2004, 2005, 2006
- Academic Honour Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters, Victoria Chapter
- Reading Buddies, Greater Victoria Public Library - Oak Bay Branch
- Run for Life, Frontrunners Victoria

Interests / Activities

- Member of Oak Bay Secondary High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Reference:

Mr. Mario Lussie,
Owner, Moonlight Cafe
250.300.1212

Mr. Robert Ward
Teacher
Oak Bay Secondary
250.598.3361

There are 3 samples to look at – take a close look at formatting and use those ideas!

OAK BAY SECONDARY PLANNING CLASS

YOUR NAME

Address Street (no abbreviations)
City, Province. Postal Code
Telephone number
Email address if you have one (be professional)

EDUCATION

2002 – present Currently in Grade 11
Oak Bay Secondary
2151 Cranmore Road
Victoria, BC V8R 1Z2

Specialty Courses: (enter language, computer courses, career courses that are important to the job you are applying for)

Certification: SuperHost Fundamentals, First Aid, FoodSafe

AWARDS AND ACHIEVEMENTS

2008 Passport to Education Recipient
Outstanding Service Award
2006 Oak Bay Secondary, Citizenship Award
2004 Athletic Small Block
Duke of Edinburgh Silver Award

WORK EXPERIENCE

2005 Cops For Cancer Campaign
Duties included: Organizing fund raising, setting up for presentation ceremony for school wide campaign

Moonlight Cafe, Mr Mario Lussie, owner
Duties included: Server, host and bus person

2004 Camp Pringle, Ms Janet Morris, Camp Manager
Duties Included: Camp counselor for 30 children

2004 Royal Jubilee Hospital, Volunteering Program

Duties included: Delivering flowers, serving meals, selling books and chocolates to patients.

Royal Scott Hotel, Mr. Greg Green, Human Resources Coordinator
Duties included: carrying bags, parking cars, cleaning and general maintenance

INTERESTS AND ACTIVITIES

2004 – 2008 Student Council Representative
 Leadership Program
 Counter Attack Road Sense Club, Violence Prevention,
 Amnesty International

I enjoy music, hockey, swimming, and soccer

REFERENCES

Mr. Mario Lussie
Owner, Moonlight Cafe
Victoria, BC
250.300.1212

Mr. Robert Ward
Teacher, Oak Bay Secondary
Victoria, BC
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CHARLIE CROWLEY

6693 Bank Street
Victoria, B.C. V8R 1Z7
(250) 123-4567

Job wanted: Part-time after school and weekend job

...Stockroom helper ...Grocery bagger ...Golf Caddie ...Dishwasher
...Theatre maintenance helper ...Arcade guide

- Reliable. Willing and able to show up on time.
- Honest and trustworthy.
- Good attitude around others. Willing to help, patient with people, do my share, willing to learn.

Paid Work Experience

2005 - 06 **Handyman**

- Worked on Nutley rental property owned by my relatives
 - ... Replaced broken wood fence.
 - ... Painted inside and outside walls.
 - ... Cleared out trash left by tenants.

Fall 2004 **Babysitter**

- Do on-call work for parent during football games.

2003 – 04 **Customer Service**

- Bagged groceries at Thrifty Foods, Fairfield

2002 **Woodworker and Salesman** part-time during school year

- Produced wood handicrafts; sold them to teachers and other students.
 - ... Increased sales by giving customers a chance to try out the merchandise and show it to others.
 - ... Increased income by raising prices on popular items.
 - ... Used woodworking tools to make handicrafts.

2003 **Golf Caddie**

- Caddied every day during summer vacation. Cedar Hill Golf Course.

Work Experience in School

Animal Care Project, November 2005 to April 2006

- Successfully raised a pig to sell at the Saanich Fair.
... Won three blue ribbons. Earned over \$200.
... Fed pig every day, cleaned the pen, gave the animal shots when it was sick, checked its weight weekly.

Free Enterprise Class, 2004

- Sold school supplies such as pencils, pens, paper, notebooks.
- Designed, built, and sold wooden plaques which were popular with teachers.

Education: will graduate from high school in June 2008.

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