RESUME WORKSHEET

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| Name: |
| Address: City: Province: Postal Code: |
| Home phone: Cell phone: Email:  |

**Qualifications/Relevant Skills:** *What are your strengths? What would make you a good employee? (See resume samples)*

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**Work History:** *Include paid work and volunteer work (child care, cutting lawns and co-op count as experience!)*

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| --- | --- | --- |
| Job Title: | Company Name: | Dates Worked: |
| Paid or volunteer? | Company Location (e.g Guelph): |
| What did you do at this job? List your tasks ( e.g. operate cash register, work on production line, washed dishes)  |
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**Education & Training:** *Include information such as First Aid, Safe Food Handling, Computer Training, Forklift etc.*

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| Certificate/Diploma/Course Name: | School Name:School Location (e.g Guelph): | Date Obtained: |
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| Are you a High School student or recent graduate? *If yes, list high school majors, vocational classes(e.g woodworking) and any awards or achievements:* |

**Do you have any hobbies/interests?** *(e.g. rebuilding cars, participating on sports teams)*

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**List any** **special events or committees you have been involved** *(in the community or at school)*

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| Committee Name or Event Title? | What did you do? | When? (year) |
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