

Name: ..... Appointment: .....

		<b>PREPARING FOR YOUR RESUME APPOINTMENT</b>
<b>NORTH OFFICE</b> # 210, 10362 King George Blvd., Surrey, BC V3T 2W5 Telephone: 604-584-7606 Fax: 604-584-7616	<b>NEWTON OFFICE</b> # 260, 7525 King George Blvd., Surrey, BC V3W 5A8 Telephone: 604-598-1400 Fax: 604-598-1410	
www.careermoves.ca *** www.options.bc.ca		
Funded in whole or part through the Canada-British Columbia Labour Market Development Agreement		

Welcome to Canadian Career Moves (a division of Options Community Services Society) and our Resume service! We look forward to working with you to develop a resume that will help you achieve your re-employment goals. CCM staff are well qualified to assist you with professional resume development, formatting and proof reading. Clients tell us that their new resumes get results!

**Before coming to your Resume Appointment, please:**

- Complete as much of the attached worksheets as possible.
- Bring in your existing resume – hard copy or disk.

**ADDITIONAL SERVICES TO STRENGTHEN YOUR JOB SEARCH:**

**Interviewing Workshop:**

Identify what employers are looking for in interviews. Learn how to answer commonly asked questions. Practise interview skills and experience a videotaped mock interview.

**Cover Letter Writing Workshop:**

Strengthen the first impression you make on employers through effective, targeted cover letters.

**On-Line Applications Workshop:**

Attend this workshop and learn important steps that will help you with on-line applications. Many companies today require that you apply on-line. This can be a frustrating task if you don't know how.

# 1

## COLLECT THE INFORMATION TO CREATE YOUR RESUME

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ CELL # \_\_\_\_\_

E-MAIL \_\_\_\_\_ MESSAGE # \_\_\_\_\_

OBJECTIVE: (Examples: Position as a **Customer Service Representative**, **Janitor**, **Administrative Assistant**)

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT EXPERIENCE: (starting with the most **recent**)

Example:

Position / Job Title	<u>Warehouse Worker</u>	from	<u>2002</u>	to	<u>2005</u>
Company	<u>Handy Warehouse Ltd.</u>	City	<u>Bigtown</u>	Province	<u>BC</u>
Duties included	<u><b>Greeted</b> customers and answered inquiries</u>				
	<u><b>Received, unpacked</b> and <b>sorted</b> products; <b>stored</b> parts on shelves</u>				
	<u><b>Prepared</b> large orders for shipment; <b>completed</b> packing slips and shipping documents</u>				
	<u><b>Handled</b> some billing, as required</u>				



**TIP:** To describe your **duties**, use **verbs** (see **bold** words above).

Position / Job Title \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Company \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_

Duties included \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:** (continued)

Position / Job Title \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Company \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_  
Duties included \_\_\_\_\_

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Position / Job Title \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Company \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_  
Duties included \_\_\_\_\_

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Position / Job Title \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Company \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_  
Duties included \_\_\_\_\_

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Position / Job Title \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Company \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_  
Duties included \_\_\_\_\_

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**EDUCATION / TRAINING:** (including degrees, diplomas, certificates, seminars, workshops, in-house training)

- Examples:
1. [Certificate in Business Administration, CDI College, Surrey, BC, 2005](#)
  2. [Conversational French, Surrey Continuing Education, Surrey, BC, 2004](#)
  3. [Forklift Certificate, JM Trucking Inc., Vancouver, BC, 2003](#)
  4. [Microsoft Office 2000, Self-taught, Surrey, BC, 2005](#)
  5. [Managing Customer Complaints, Home Depot, Delta, BC](#)

Course Name / Degree Received \_\_\_\_\_ Year \_\_\_\_\_  
Province / Country \_\_\_\_\_  
Name of School \_\_\_\_\_ City \_\_\_\_\_

Course Name / Degree Received \_\_\_\_\_ Year \_\_\_\_\_  
Province / Country \_\_\_\_\_  
Name of School \_\_\_\_\_ City \_\_\_\_\_

Course Name / Certificate Received \_\_\_\_\_ Year \_\_\_\_\_  
Name of School / Business \_\_\_\_\_ Province / Country \_\_\_\_\_  
City \_\_\_\_\_

Course Name / Certificate Received \_\_\_\_\_ Year \_\_\_\_\_  
Name of School / Business \_\_\_\_\_ Province / Country \_\_\_\_\_  
City \_\_\_\_\_

Course Name / Certificate Received \_\_\_\_\_ Year \_\_\_\_\_  
Name of School / Business \_\_\_\_\_ Province / Country \_\_\_\_\_  
City \_\_\_\_\_

Course Name / Certificate Received \_\_\_\_\_ Year \_\_\_\_\_  
Name of School / Business \_\_\_\_\_ Province / Country \_\_\_\_\_  
City \_\_\_\_\_

Course Name / Certificate Received \_\_\_\_\_ Year \_\_\_\_\_  
Name of School / Business \_\_\_\_\_ Province / Country \_\_\_\_\_  
City \_\_\_\_\_

Course Name / Certificate Received \_\_\_\_\_ Year \_\_\_\_\_  
Name of School / Business \_\_\_\_\_ Province / Country \_\_\_\_\_  
City \_\_\_\_\_

**VOLUNTEER EXPERIENCE:**

Position: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name of Organization: \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name of Organization: \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name of Organization: \_\_\_\_\_ City \_\_\_\_\_ Province / Country \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOBBIES AND INTERESTS:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# 2

## ACHIEVEMENT STORIES

Write six words which best describe why you are qualified for this job.

1.	2.
3.	4.
5.	6.

Think of two or three achievement stories that show how your skills / qualities will benefit the employer (e.g., made / saved money, increased efficiency).

**Example:** One time a very angry customer returned to the store because the microwave he had just purchased was scratched. I listened carefully to his concerns, validated his feelings of frustration and explored options to satisfy him. He decided to accept a new microwave in a box instead of a discount on the one he had. I opened the box before he left the store to ensure that the microwave was in excellent condition and documented the details. The customer was extremely satisfied with the new product. I saved the company money because the customer did not ask for a refund and he said that he was pleased with the service, indicating he would come back to make future purchases.

**Story 1.**

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**Story 2.**

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**Story 3.**

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# 3

## EMPLOYMENT REFERENCES

- List references, three or more if possible.
- Employers prefer to check references based on this order:  
(1) Supervisor / Manager / Owner (2) Co-worker / Customer (3) Other (personal)
- Remember that the employer wants to speak to someone who can comment on how your skills related to the workplace.
- Check with your references. Ask permission to use their names. Make sure you have the correct phone number, position and company.
- As a courtesy to your references, let them know that they may be getting a call from an employer. It may be a good idea to send them a recent copy of your resume.

Name \_\_\_\_\_ Position / Title \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ Cellular \_\_\_\_\_

Province / \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Position / Title \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ Cellular \_\_\_\_\_

Province / \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Position / Title \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ Cellular \_\_\_\_\_

Province / \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Position / Title \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ Cellular \_\_\_\_\_

Province / \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ Position / Title \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ Cellular \_\_\_\_\_

Province / \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_