

Name: Appointment:



Suite 210, 10362 King George Hwy., Surrey, BC V3T 2W5
Ph: 604-584-7606 Fax: 604-584-7616 www.careermoves.ca

A division of Surrey Community Services Society 
The Government of Canada has contributed to this initiative 

PREPARING
FOR YOUR
RÉSUMÉ
APPOINTMENT

Welcome to Canadian Career Moves (North Office) and our Résumé service!
We look forward to developing with you a résumé that will help you achieve your re-employment goals. CCM staff are well qualified to assist you with professional résumé development, formatting and proof reading.
Clients tell us that their new résumés get results!

Before coming to your Résumé Appointment, please:

- Complete as much of the attached worksheets as possible.
- Bring in your existing résumé – 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 RÉSUMÉ

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>Greeted customers and answered inquiries</u>				
	<u>Received, unpacked and sorted products; stored parts on shelves</u>				
	<u>Prepared large orders for shipment; completed packing slips and shipping documents</u>				
	<u>Handled 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 _____

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

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

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



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.

Story 2.

Story 3.

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 résumé.

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 _____