

SHORT-TERM WORK Resume – List of Relevant Skills

For each application, revise sections (headings, order) to present relevant strengths (e.g., skills, experience).

Job Scam Protection: Concerned? Give a cell number, email address and/or LinkedIn invitation.

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Optional Section: Objective, Goal, Job Target, or delete section.

Margins: 1" (2.54 cm) margins all around.

Target Position

Part-time/Summer position as _____

Summer position in _____ services

Option: No job title? Note the area of interest: e.g., Recreation Services

Relevant Skills & Abilities

Heading Options: Profile; Skills Profile; Related Skills & Experience

Communication, Team Work, Customer Service, Sports and Recreation, _____
Event Set Up, Bilingual, Presentations, Multitasking, Reliable, _____

Keyword Summary: Highlight your strengths using keywords from the job posting.

- Highly motivated to _____
- Ability to _____ (e.g., assist, learn, lift) **Note your potential.**
- Actively participate in and lead sports and recreational activities (e.g., Youth Soccer Coach)
- Trustworthy in handling and processing payments (cash, debit, credit)
- Outgoing, positive, self-starter, reliable and _____
- **Computer:** Microsoft Office (Word, Excel, PowerPoint)
- **Languages:** English, Italian (basic)
- **Related Courses:** _____ **Note selected courses.**

Customize Each Resume: Analyze the job posting to identify requirements. Use the **keywords** to describe your related knowledge, skills and abilities, attitudes and experience.

Work Experience

Other Headings: Related or Relevant Experience; Work History

Cashier/Sales Associate

Retail Store, Regina, SK

Apr. 20XX – present
(part-time)

- Courteously greet and assist customers (20-30/shift) with _____
- Proficiently handle cash, credit transactions and _____
- Promote seasonal products and sales

Prep Cook

The Chocolate Cabin, Elk River, SK

July-Aug. 20XX & 20XX
(summers)

- Prepared and cooked _____, kept kitchen organized and maintained health standards
- Conducted daily tours of the factory

Junior Counsellor (volunteer)

Summer Camp, Wolf Lake, SK

Note some details, statistics and examples from your academic, volunteer and/or work experience.

July 20XX
(summer)

- Collaborated with team members on planning and facilitating social, sports and recreational activities (e.g., crafts, baseball, canoeing, campfires)
- Supervised and ensured safety and well-being of 12 campers (7–9 years of age)

Education

Bachelor of _____ – Major, University of Regina, Regina, SK

Sept. 20XX – present
20XX

Grade 12 Diploma, Central High School, Riverside, SK

Training & Certificates

- First Aid: CPR/AED Level C Certificate, Canadian Red Cross 20XX
- Levels 1 & 2 Coaching Certificate, Coaching Association of Canada 20XX

Memberships, Interests & Activities

- Silver Fins Swim Team June 20XX – present
- Volunteer: CJQR Radio Host Apr. 20XX – present
- Hiking, skiing, camping, travel, guitar, languages, _____

References available upon request.

When do you provide a Reference List? Check with the employer.