

SHORT-TERM WORK – Labour Resume

For each application, revise structure, heading and content to best present your related skills and abilities.

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

Your Name

Regina, SK / 306-123-4567 / name@uregina.ca

Customize Each Resume: Analyze each job. Identify the main requirements. Use the keywords to describe your related skills and abilities, attitudes and experience.

Target Position

Position as _____ / Summer position in _____ services

Optional Section: Job Target, Objective, Goal

Related Skills & Abilities

Heading Option: Relevant Skills & Experience

- Demonstrated strength and dexterity for handling materials and tools (lift over ____ lbs.).
- Highly motivated to ____ (e.g., assist, learn, lift).
- Able to read blueprints, and record and transfer measurements. **Note your potential.**
- Applied knowledge of safety standards to ensure ____.
- **Equipment:** Safely utilized hand, power and ____ tools including ____.
- **Framing:** Performed floor layout, wall construction and ____.
- **Concrete:** Assisted with erecting and bracing forms, and pouring concrete (e.g., slabs, pads).
- **Computer:** Utilized Microsoft Office (Word, Excel) to maintain accurate records of ____.
- **Teamwork:** Collaborated on diverse teams to ____.
- **Languages:** Speak English, Cree and French (basic).
- Attitudes: Demonstrated ability to be punctual, positive, a hard worker, ____ and ____.

Work Experience

Heading Options: Relevant or Related Experience

Custodian

Prairie Centre, Regina, SK

Apr. 20XX – present
(part-time)

- Perform general caretaking duties such as wash windows, walls and floors
- Tend to grounds and cut grass

Verb Tense: Use past tense to describe completed tasks and past jobs.

General Labourer

ABC Construction, Regina, SK

20XX & 20XX
(summers)

- Collaborated on a small team to finish commercial properties (e.g., hotel, condo).
- Performed various general tasks including digging holes for concrete footings and framing posts.
- Assisted with installing cabinets, laying down flooring, ____ and ____.

Note a few details, examples and/or statistics.

Home Renovation Labourer

Drywall Company, Regina, SK

20XX
(part-time)

- Accurately measured, cut and fit drywall sheets.
- Prepared wall and ceiling layouts and ____.
- Loaded/unloaded materials and assisted with ____.

Education & Certificates

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

Sept. 20XX – present

Grade 12 Diploma, High School, Regina, SK

20XX

Option: Delete your Diploma.

General WHMIS

Expiry Mar. 20XX

Forklift Training

20XX

CPR/AED Level C Certificate

20XX

Interests & Activities

Other Heading: Memberships, Interests & Activities

- Southern Softball Team, ____, ____.
- Skiing, kickboxing, reading, ____, ____.

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References available upon request.