

SHORT-TERM WORK Resume – Categories 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, Target Position, or delete section

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

Job Target

Part-time/Summer position as _____

Summer position in the field of _____

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

Relevant Skills & Abilities

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

Customer Service, Communication Skills, Marketing, Promotions, _____

Opening/Closing, Price Calculations, Intercultural Teams, Service, _____

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

Customer Service & Sales

- Demonstrated ability to greet and interact with diverse customers, and promote products (retail)
- Operated till and handled cash and electronic payments (debit and credit card)
- Courteously served 30+ customers/day (retail)
- Ability to _____

Note your potential, aptitude and motivation to learn new skills required for the position.

Administration

- Performed office duties including handling inquiries, entering data, filing and _____
- Prepared _____
- Ability to _____
- *Related courses:* _____

Note selected courses.

Computer

- Applied marketing strategies to develop a website (20 webpages): www.website.ca
- Created 5 databases for _____ and spreadsheets on _____
- Microsoft Office, Adobe Products (InDesign, Photoshop), Lotus Notes

Communication, Leadership & General Transferable Skills

Note some details, statistics and examples.

- *Languages:* English, Cree (intermediate), French (basic)
- Demonstrated leadership and communication skills (e.g., volunteer coach and referee)
- Applied task analysis to complete multiple course projects by deadlines
- Personable, quick learner and _____
- _____

Customize Each Resume: Analyze the job posting to identify the main requirements—sort them into categories and name (headings). Use exact keywords from the posting to describe your related knowledge, skills and abilities, and experience. Note some details and examples from your academic, volunteer and/or employment experience.

Education

Bachelor of _____ – _____ (major)
University of Regina, Regina, SK

20XX – present
(expected graduation June 20XX)

Grade 12 Diploma
_____ High School, Regina, SK

Option: Delete Grade 12.

20XX

Scholarships & Awards

Dean's Honour List, University of Regina

Fall 20XX

Training, Certificates & Licences

Heading Options: Certificates, Training & Other Education

Website Development, Creative College, Regina

20XX

Customer Service & Sales, WZR Consultants, Regina

20XX

Saskatchewan Driver's Licence Class 5

Other Headings: Related Experience or Relevant Experience—and consider adding Other Experience (below).

Work Experience

Website Developer

May 20XX – present

Regina Community Council, Regina, SK

- Consult with community representatives on website requirements and style
- _____
- Developed websites for two provincial organizations (e.g., www.organization.ca)

Soccer Official (volunteer)

Verb Tense: Use past to describe completed work and past jobs.

Jan. 20XX – present
(casual)

Youth Soccer League, Regina, SK

- Officiate weekly soccer games for local youth teams
- Assess and resolve conflicts, communicating decisions quickly with respect and authority
- _____

Sales Associate

May – Aug., 20XX & 20XX
(summers)

The Clotheshorse, Regina, SK

- Greeted and advised customers on _____
- Operated till, handled cash, and processed debit and credit transactions
- Set up weekly displays and assisted with promotional events (e.g., _____)

Softball Coach (volunteer)

Apr. – Aug. 20XX

Northwest Tigers (City League), Regina, SK

- Assessed team strengths and planned a safe training program for children/youth (9-14 years)
- Introduced motivational strategies (e.g., self-monitoring goals) and _____
- Coached weekly practices and 15 games throughout the season

Optional Section: If you use Related Experience (above), add Other Experience section here.

Other Experience

Landscaping Assistant, Gardenscape Inc., Valleyview, SK

May – Aug., 20XX-20XX

Other Headings: Affiliations & Activities, Interests & Activities

Memberships & Activities

Memberships

Debate Club, University of Regina
Cross-Country Ski Club, Regina

Employers review this section for evidence of valued assets:

- **Knowledge:** group facilitation, event planning, sports
- **Skills:** communicating, leading, organizing, planning
- **Attitudes:** responsible, organized, flexible, self-motivated
- **Values:** commitment, work/life balance, community work

20XX – present
20XX – present

Volunteer

Regina Folk Festival – Gate Attendant
Special Olympics – Events Support

20XX & 20XX
20XX

Activities

Competitive Sports: Softball tournaments, curling bonspiels, bike racing
Recreation: Jogging, camping, canoeing, travel, learning languages

References available upon request.

When do you provide a Reference List? When in doubt, ask the employer. Many require references only when considering you for an interview. Bring copies of your Resume and Reference List to interviews. Include at least two supervisory references. Try to follow up on your application (phone call or email). Check if it has been received and ask to speak with someone about it. Highlight your related interests, strengths and experience. Ask when they would like your Reference List.