

FULL NAME

Address | Phone | Email

Skills Summary

List of skills that make you good for the job. It's helpful if your skills relate to the job you're applying for, but you can make them more general as well!

You can write things like...

- Enjoy working with people
- Work well under pressure and to deadlines
- Strong numeracy skills
- Experience with power tools and shop procedures
- Creative problem-solving skills

Education

Porter Creek Secondary School

Whitehorse, Yukon Territory

- You might want to include information here about any special courses or focus areas that might be relevant to the job you're applying for.
- Be sure to include any school activities and any outdoor education courses you've done. If you've been to more than one high school, you can add the other school after PCSS and include the same kinds of information.

Experience (*This can be work and/or volunteer!)

Name of Employer

Job Title / Dates of Employment

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Do a new section for each job/volunteer position you have had, with the most recent first. You can use 3-5 bullet points here per job, starting with an action verb.

- Provided a high level of customer service
- Maintained stock on shelves
- Assisted work crew with clean-up and organizing materials and tools

Awards, Accomplishments and Certifications

- You can describe a bit about each if you like. If you don't have any awards or accomplishments to highlight, you can delete this whole section
- You can also use this section for certifications (like Yukon Driver's License, Food Safe, Babysitter's Certification etc.)

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REFERENCES:

Full name of reference, position they have
Phone number

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**Your references must be adults who have known you in a professional capacity. These could be teachers, bosses, coaches, etc. Don't use a friend or a close family member unless you have worked for them!