

**Résumés**

Most employers will want to see your résumé before they hire you. A résumé should present a profile of your experience from an employer's point of view. Here are the categories to cover, usually in this order:

**1. Personal Data** Your name, address, and phone number are essential.

DO NOT include your date of birth, marital status, race, religion, a photograph, or any other information that does not relate directly to your ability to do the job. It is also advisable not to include your social insurance number until the job is actually offered to you.

**2. Education** Give the name of the school you attend and list any courses, seminars, or workshops you are taking, or have taken that relate directly to the kind of job you are seeking. Be sure to call attention to any awards or outstanding scholastic achievements.

**3. Work Experience** Include any full-time, part-time, or summer jobs you have had, as well as volunteer work.

**4. Activities and Interests** Use this section to tell your potential employers about any hidden talents you have. List important skills you have not mentioned elsewhere, any special activities you have participated in, and hobbies or interests that reflect well on you. The information in this section can also be used to show that you have a sense of responsibility, a talent for leadership, or a well-rounded personality, all of which will help you get a job.

**5. References** Choose two or three people who know you well enough to speak knowledgeably and fairly about you. Former employers make the best job references. After former employers, consider teachers, school staff, neighbours, and friends' parents—in that order—as potential references. Do not use family members as references, unless you have only ever worked for your Uncle Louis. *Always ask permission before putting someone's name down as a reference.*

Instead of listing names, you may simply state, "References available upon request," and bring the references with you on a separate sheet of paper when you go to the interview.

Try to get all this information on one sheet of paper, but use two if the résumé is going to look cramped. Always send a covering letter with a résumé, even if you have already spoken with the employer in person or by phone.

**Maya Lefkowitz**

15 Scargill Ave.

Vancouver, B.C.

V2A 2T7

Phone: (604) 555-2223

**EDUCATION**

Sept. 1990–Present Cartwright High School, Vancouver, B.C.

Will graduate in June of this year. Maintained a B average in first three years. Took drama as an elective in all three years, and received A's consistently each year.

June 1993 Workshop: Be a Clown!

Participated in a workshop for drama students given by clowns Robert Asch and Marisa Mundt at Cartwright High School.

**WORK EXPERIENCE**

Volunteer Clown Vancouver Children's Hospital, Vancouver, B.C. V3R 2A6

Sept. 1993–Present

Work as a clown once a week, entertaining sick children on wards at the hospital.

Sales Assistant Darrah's Florists, 133 Elgin Ave., Vancouver, B.C. V6B 1B7

Part time, Sept. 1992–May 1993, Sept. 1993–Present

Serve customers, create flower arrangements, and take orders over the phone at a busy downtown florist shop.

Camp Counsellor Camp Oranoak, Carswell, B.C. V8A 2C6

June–August 1992 and June–August 1993

Supervised children aged 7–9 in a variety of activities, including swimming, hiking, and crafts. Organized, acted in, and directed the "Oranoak Revue," a talent show featuring campers and counsellors. Promoted from Junior Counsellor to Senior Counsellor.

**OTHER SKILLS AND INTERESTS**

Member of Cartwright High Drama Club, Sept. 1991–Present. Acted as President from Sept. to June 1993.

Completed Red Cross first aid course May, 1992.

**REFERENCES**

Ms. Pauline Jessamyn, Director, Camp Oranoak, 17 Doxton Cres., Vancouver, B.C. V6T 9B9,  
(604) 555-3422

Mr. Frederick Warner, Volunteer Coordinator, Vancouver Children's Hospital, Vancouver, B.C.  
V5H 3F4, (604) 555-6766