

Resumé Assignment

Now it's your turn to write a resume. You should already know what you need to put on your resume from the *Resume Worksheet* that you completed.

Your task is to create a resume for the following position:

Tim Hortons Restaurant Team Member

As a team member your top priority is guest satisfaction. Whether you are the very first person our guests encounter or you are producing quality finished bakery items that our guests have come to enjoy and love you will have the opportunity to deliver and create exceptional guest experiences. Your energy and passion for guest service are what make you a top team member in this fast-paced environment, while your ability to multi-task and communicate with your fellow team members will contribute to your success.

You will need to tailor your resume towards this job. Make sure you identify the skills that the employer is looking for and highlight them in your resume.

Before you begin, review the following to make sure you remember what a good resume should look like:

- The resume rules on the other side of this page
- The sample resume on the next page
- The Resume Worksheet that you have previously completed
- The evaluation checklist on the last page of this package for formatting expectations

Your resume should be typed and should follow the standard formatting rules of a resume. (see sample resume and evaluation sheet for more details)

You will be submitting your resume with the cover letter assignment (which you will be receiving at a later date).

On-track Due Date: Tues. Dec 13th

Absolute Deadline: Thurs. Dec 15th

Resumé Guidelines

The resume is a document that lists a job candidates experience and qualifications. Your resume must attract the attention of the employer in order for you to be invited for a job interview.

- In a competitive environment, having anything less than a perfect resume may lose you the job
- A bad resume can make a good candidate look bad
- Each resume gets approximately ten seconds' worth of consideration, so it must grab attention right away!
- Every line in your resume must say you're amazing because you don't know where the person's eye will go first (though you can be sure the person won't read every line). **TIME IS MONEY!**
- Tell them what you can offer the employer, not how working there can benefit you.

BRAZEN CAREERIST'S RULES FOR RESUME WRITING

From Brazen Careerist: The new rules for success by Penelope Trunk, 200

When you break resume rules you look like you don't know them.

1. Knowing the business conventions is important. This include terms or phrases used in the industry you are trying to enter.
2. Keep the resume no longer than one or two pages. For people your age, you most likely won't have enough meaningful information to fill up more than one page. More is not always better!
3. No paragraphs... nothing stands out in a paragraph. Use point form and include details only.
4. List achievements not job duties... every line must quantify success. The following examples describe the same job, but B is phrased a lot more impressively.
 - a. "Called potential customers to sell product"
 - b. "Achieved more than \$5000 worth of sales through successful telephone sales campaign"
5. Be sure it is free of spelling, punctuation, and grammatical errors. **Proofread your resume several times for content, spelling, and grammar.**
6. Do not use the first person pronoun ("I", "we") in the resume when writing about yourself.
7. Don't try to fill every bit of white space on the page with information.
 - a. Sometimes, a resume with more white space will look better and attract more attention, even when it has less information.

Make sure you are honest with yourself when you are writing the resume. It is never okay to lie on your resume, but there is a grey area where you can make yourself look good and still be truthful.

Handout 3.6a: Resumé Sample

Robert Chow

Tel: 416-555-5555 Cell: 416-555-5551
email: rchow@newscan.ca

490 Hadden Road
Toronto, ON M3P 7X2

CAREER OBJECTIVE To obtain a position in which I will be able to make good use of my experience, skills, and knowledge as a member of an organized team.

SUMMARY OF QUALIFICATIONS

- computer user: Microsoft Office (Word, PowerPoint, Access, Excel) Internet and email, Adobe Photoshop, Website Design
- fluent in English; also speak French and Cantonese
- detail-oriented, enthusiastic, friendly, helpful

EDUCATION *Etobicoke Collegiate Institute*, Toronto, ON 2007–present

- will receive OSSD in June 2011
- peer educator working with Grade 9 math students

CO-CURRICULAR INVOLVEMENT

Student Council
Grade 9 Class Rep *Etobicoke Collegiate Institute* 2007–2008

- assisted with organizing school events
- involved in the campaign to raise money for community charities

Community Involvement *Norseman Community Centre* Summer 2008

- supervised children's activities: arts and crafts, reading
- earned 18 hours of community involvement hours

ACHIEVEMENTS Bronze Medallion, Central Arena 2005
Grade 8 School Citizenship Award, Islington Middle School 2006

WORK EXPERIENCE

Child Care Provider *Neighbourhood Families* Ongoing

- cared for children ages infant to 8 years of age
- planned meals and meaningful activities

SPECIAL INTERESTS Swimming, Walking on Trails, Skiing, Hockey
Computer Club Member and Internet User

REFERENCES AVAILABLE UPON REQUEST

Handout 9.12: Resumé Sample 2

Full Name of Student

Cellphone 416-394-7840

email: robert.chow@rogers.com

Career Objective Seeking a position in Information Technology and Website Design.

Summary of Qualifications

- Intermediate-Level Computer Competencies: Internet and email, Microsoft Office 2003 (Access, Excel, PowerPoint, Word), Photoshop, Website Design
- Fluent in English and speak Korean
- Diligent, Enthusiastic, Friendly, Punctual
- Pay Attention to Detail, Focus on Tasks, and Meet Deadlines

Education & Training

Etobicoke Collegiate Institute, Toronto, ON 2005–present

- Will receive OSSD in June 2008
- Honour Roll Standing, Grades 9–11; Passed Literacy Test 2007
- *Specialty Courses:* Career Studies, Introduction to Business
Dramatic Arts, Fashion Arts, Videography

Achievements

Grade 9 International Languages Award of Merit 2005
Bronze Medallion, Central Area, Toronto ON 2004
Most Valuable Player, Boys Junior Volleyball 2003

Community Involvement

Completed a total of 22 hours for Diploma Requirements as of January 2008:

- Assist neighbour with child care once or twice a week Ongoing
- Assist school librarian 3 hours a week. Etobicoke Collegiate 2007–present

Work Experience

Food Basics Grocery Store, Toronto, ON Summer 2006
Shelving and Stock Inventory Clerk

- Unpack and stock groceries and sundries
- Maintain inventory records and data using e-scanners
- Assumed extra responsibilities in training new employees

Special Interests

Swimming, Walking on Trails, Skiing, Hockey
Computer Club Member and Internet User

References Available Upon Request

Handout 9.10: Resumé Template

BEFORE YOU BEGIN: Look at the Sample Resumés in this lesson OR online.

FIRST NAME LAST NAME Street Number, Street Name, Apartment Number (if applicable) City, Province, Postal Code Telephone Number Email Address	
OBJECTIVE: _____ This is optional and could be used if applying for a specific job.	
SUMMARY OF QUALIFICATIONS: • _____ • _____ • _____	
WORK EXPERIENCE Job Title Company Name • _____ • _____ • _____	Year (dates) City, province
VOLUNTEER EXPERIENCE Job Title Company Name • _____ • _____ • _____	Year (dates) City, province
EDUCATION: School Name Last grade completed or presently taking	City, province
AWARDS/ACHIEVEMENTS/SCHOOL INVOLVEMENT • _____ • _____ • _____	Year Year Year
INTERESTS/HOBBIES: _____ In one line, indicate hobbies, clubs, recreational activities.	

Handout 3.7: Resumé Evaluation Chart

Student Name:								
CRITERIA		Mark Value (I = Incomplete)					Comments	
1 READER'S FIRST IMPRESSION								
	<ul style="list-style-type: none"> - first impression on a quick glance - personal letterhead at top of page - placement of resumé on page - amount of empty space on page - no wrinkles, no smudges on paper 	I	1	2	3	4	5	
2 DETAILS IN RESUMÉ SECTIONS								
	Section Headings <ul style="list-style-type: none"> - career/personal objective - summary of qualifications, skills - education/courses/training - community involvement - co-curricular experience/leadership - achievements, awards - work experience - special interests/hobbies - references available upon request 	I	1	2	3	4	5	
	Details of various academic, co-curricular, personal, and work experiences <ul style="list-style-type: none"> - clear and thorough information - action words, special skills, activities - dates and locations provided 	I	6	7	8	9	10	
3 REFERENCES								
	Your personal letterhead from resumé at top of a separate page <ul style="list-style-type: none"> - minimum two references with permission - full name/title/company name - address optional with permission - contact numbers, including email 	I	1	2	3	4	5	
4 FORMATTING AND DESIGN								
	<ul style="list-style-type: none"> - spacing between sections and headings - use of lines, shading, tabs - consistency of bullets, type and size - aligning of bullets and information - font size, selection and style - legible, easy to read 	I	6	7	8	9	10	
5 ACCURACY								
	<ul style="list-style-type: none"> - spelling/grammar/punctuation - word usage, vocabulary - personal information and dates - abbreviations properly noted 	I	1	2	3	4	5	
TOTAL						/ 40 marks		