

## EXAMPLE RESUME

### Joe Blow

1004-100th Street  
Fort St John, BC  
V1J X0X  
home: (250) 785-1000  
cell : (250) 261-1212

**GOAL:** To obtain an apprenticeship/work experience as a \_\_\_\_\_.

### WORK EXPERIENCE:

#### October 2007-Present

#### Canadian Tire Store

Counter sales

Assisted customers in auto repair shop. Responsibilities included inventory, stocking and nightly cleaning of shop.

#### June – October, 2007

#### Mike's Automotive Shop

Auto Mechanic Assistant

Helped mechanic in auto repair shop. Responsibilities included washing parts, organization of tools and some general mechanics.

#### October – March, 2006

#### Various clients

Snow shoveling

Shoveled snow for six clients on a regular basis.

### EDUCATION:

#### North Peace Secondary School

Grade 11 completed June 2007

Presently enrolled in Grade 12

### Certification:

Soccer Coach Level 1, 2007

WHIMIS, 2008

TDG, 2008

Valid Drivers License

### REFERENCES: (include at least 2)

Mike Smith

Owner, Mike's Automotive Shop

(250) 785-9999

Christine Cushing

Personal reference

(250) 789-4444

**If you do not have any work experience to include on a resume, you may include relevant interests, hobbies or skills**

**Example:**

## **RELEVANT SKILLS & EXPERIENCE**

### **Automotive refinishing**

- Helped my Dad reconstruct and refinish 1961 Ford Fairline to show standard.

### **Computer Skills**

- Knowledge of programs such as Photo Shop, Excel, Game Wizard, and Graphics Plus
- Program development for gaming

### **Scouts Canada**

- Level 3 badges for
- Leadership Seminar, Pokotoks Ontario, 2007

### **Work Experience**

- Volunteer 100 hour work experience through NPSS at Finning Canada assisting Heavy Duty Mechanic

### **Speed Skating**

- Competing at Provincial and National Level in both Short Track and Long Track Speed Skating. 1996 to present.