

# Writing Resume

- *In order to get a job in Canada, it's important to write a good resume.*
- *Your resume should tell a company what experience you have but also a bit about who you are as a person.*
- *Remember that companies get A LOT of resumes, so if you make yours stand out, you'll have a better chance of getting an interview.*

## Different Parts of a Resume

*1. brainstorm some ideas below each section to help you write.*

**Name, address, phone number and e-mail address**

### Objective (another way to say goal)

- What job you want.
- Full or part time.
- Availability

*my ideas:*

### Personal Statement

- What qualities do you have? (for example: patient, good with people, team player)
- Why you're applying for work in Canada
- Make sure you write your qualities that work well with the job you're applying for.

*my ideas:*

### Skills

- Things you have been trained to do. (for example: Customer Service Skills, Barista Skills)
- Things you're good at.

*my ideas: Seating tables, Greeting Guests, Taking Reservations, Taking Drink Orders*

### Education

- HST course, English For Hospitality Service (Canadian College of English Language)
- CCEL Course (length and level)
- Your university and high school degree
- Any technical training

*my ideas:*

## References

2. *Write your own resume. Try to choose a style and font that looks nice and suits you!*  
*e-mail your resume to me at any time ([craig.koskimaki@canada-english.com](mailto:craig.koskimaki@canada-english.com)) for help :)*