

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

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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) for help :)