

# Resume Example

**Your Name**

Your Street Address  
City, Province, Postal Code

**Your phone number**

**Your e-mail address**

## EDUCATION

**Thompson Rivers University – September 2020 – May 2021**  
Kamloops, BC

### Education and Skills Training

Career Exploration Certificate Program

**Your High School Name**  
Graduated June XXXX

## EXPERIENCE (Example)

### Stump Removal

- Unearthing and removal of a 3.5 foot wide stump

### Riprap Installation

- Hand placed riprap on the bank of the South Thompson River

### Home Entrance Improvement

- Demolished carport concrete slab and removed lawn area
- Constructed drainage trench, placed levelling course and laid paving stones for new walkway

### Gravel Driveway Extension

- Removed section of elevated yard to allow space for the driveway
- Built and backfilled the 3 block high Allan Block retaining wall
- Added new gravel and leveled driveway

## EMPLOYMENT (Paid and Volunteer)

### Name of Business – Job Title

Dates you were employed / volunteered

- Your duties

### Name of Business — Job Title

June 2018 – August 2018, July 2019

- Your duties

## CERTIFICATES

- TRU WHMIS 2015
- YOW Canada WHMIS 2015
- Super Host Foundations on Service Quality
- Super Host Service For All
- Workplace Violence and Harassment prevention and awareness

## SKILLS AND PERSONAL QUALITIES

- Friendly and kind
- Safety awareness
- On-line learning
- Good time management
- Keep things tidy and neat

## AWARDS

- Most Sportsmanlike Player 2018 - 2020
- Woodworking Award 2017
- Queen's Venturer Award 2019
- Chief Scout Award 2017

## INTERESTS

- Volleyball
- Rock Climbing
- Skiing
- Skimboarding
- Camping & Canoeing

## REFERENCES

Available Upon Request