

TOMMY STEWART
123 Armour Road
Peterborough, Ontario
K9J 7H3
(705)743-5230
Tommystewart@gmail.com

FX

OBJECTIVE: To get a Co-operative Education placement in the Hospitality and Food industry.

DEMONSTRATED ABILITIES:

Organizational Skills:

CAPITALS

- Set up display shelves for coffee and tea at front of store
- Responsible for checking freshness of baked goods and replacing

Teamwork Skills

CAPITALS

- Co-planned staff party/fundraiser for Camp Day
- Handled cash, debit and credit card transactions at front of store
- Trained new employees on drive-thru

Communication Skills

CAPITALS

- Provide customer service at Tim Horton's
- Talked to participants at Camp Day

Work and Volunteer Experience

CAPITALS

2018-present	Tim Horton's Peterborough Front Store and Drive-Thru
Summer 2017	Peterborough Examiner, Peterborough Paper Route for 52 customers
Christmas 2016	Salvation Army Packed Food hampers
Summer 2016	Camp Northern Lights, Peterborough Summer camp volunteer

RESUME GUIDELINES

NAME / ADDRESS – Bold and capitals for your name. E-mail address is required.

OBJECTIVE – Limit to one sentence, one line. Be specific regarding the industry or kind of work you are interested in. Use ‘position’ rather than ‘job.’

DEMONSTRATED ABILITIES – Do not use all 7 subheadings. Select at least 3 sub-headings and give no more than 3 samples for each. Start each sentence with an action verb. Keep all sentences short, one line.

WORK/VOLUNTEER EXPERIENCE – Include any volunteer experience under this heading. Always date your previous jobs starting with the most recent. List your employer first, in bold, then the town. Under the employer, list your job title. Don’t include information older than 5 years.

AWARDS / CERTIFICATES – List only significant awards or certificates with dates.

EDUCATION – Give the dates and Thomas A. Stewart Secondary School. If you’ve attended other high schools, list the years you attended. Don’t list schools prior to Grade 9.

HOBBIES / INTERESTS – Keep this very brief, one line long, -hobbies, clubs, teams, etc.

RESUME CHECKLIST

- 1 -2 pages, depending on work experience/references
- No abbreviations
- Use consistent font, bold, italics (no larger than 12)
- Check for proper alignment and spacing
- Appearance should be attractive, professional, clean, with no graphics
- No underlining
- No spelling/grammatical mistakes
- Action words in Abilities section
- Concise – information not repeated
- List most important skills and achievements first
- All dated sections go from most recent to past
- Don’t use specific dates – months and years are fine
- Top and bottom margins are approximately same size
- At least 3 skill areas giving 1-2 samples for each (preferably 2)

Remember → *Even if you’ve already created your own resume, you’ll need to create one of these resumes as part of your Pre-Placement mark!*