

# **Your Name**

Street Address  
City, Province, Postal Code  
Home Phone Number  
Cell Phone Number  
Email address

## **Education**

Dates of attendance    Haliburton Highlands Secondary School--currently in Grade ?

## **Work Experience (include any volunteer work)**

Dates of Employment                      **Job Title and location**                      (Start with your most recent job)

- Responsibilities (list some of the things you did at your job)

## **Skills (Choose 3 to 4 from each of the following areas—delete the ones you are not using)**

### **Academic Skills**

- Reads and understands written material
- Presents own ideas to others
- Understands oral information
- Comprehends basic math
- Possesses computer skills
- Able to brainstorm to generate ideas
- Is a self-directed learner
- Learns quickly and effectively
- Uses tools and equipment
- Cares for the environment
- Accept new ideas/technologies
- Learns through observation
- Shows good judgement

### **Personal Management Skills**

- Attends school/work daily and on time
- Meets deadlines
- Can perform a number of jobs/activities at the same time
- Shows initiative
- Is dependable
- Presents myself in a positive/acceptable manner
- Has good time-management skills
- Demonstrates good citizenship
- Pays attention to detail
- Follows written instructions and directions
- Able to manage schedules

- Can manage money
- Prioritizes tasks/responsibilities
- Has a sense of humour
- Brainstorms ideas to express ideas and better understand the ideas of others
- Knows the importance of self esteem
- Works well without supervision
- Adapts to new ideas/situations
- Accepts suggestions and criticisms
- Relates well to others
- Knows personal strengths and weaknesses
- Has developed a resume and cover letter
- Works well with others
- Resolves conflicts in a co-operative manner
- Has a positive attitude

### **Teamwork Skills**

- Listens effectively to others
- Can teach concepts to others
- Able to write down thoughts/ideas
- Can speak to groups of people
- Respects authority
- Sensitive to the ideas of others
- Eager to try new things
- Shows concern for others
- Understands employer expectations
- Is energetic and enthusiastic
- Relates to other group members
- Is co-operative
- Takes a stand on an issue
- Is a role model for others
- Willing to take charge of a situation
- Encourages initiative

### **Achievements (List academic and other achievements)**

- Passport to Safety (from Careers class)
- Ontario Hunter Apprentice and Outdoors Card
- Canadian Firearms Safety Course
- Ontario Federation of Snowmobile Operator's Licence
- Canadian Association of Snowboard Instructor's Certificate
- St. John Ambulance Standard First Aid
- CADET qualifications?
- Swimming qualifications?
- DARE training? (from elementary school)
- Babysitting course?
- Honour Roll
- Leadership courses?
- Boating Licence?

## Activities and Interests

- List sports, clubs, etc. as well as dates of involvement

For Example:

Hunting, fishing, working on vehicles, snowmobiling, mountain biking, dance, yoga, school teams, minor hockey, karate

## References

Available upon request.