

## Resumé Samples (1)

### **Arlene Kelly**

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145 Burrin Avenue  
Winnipeg, Manitoba R2X 0S3

(204) 555-8677

**Job Objective:** *Work with troubled youth in residential youth care facility*

#### **WORK HISTORY**

Waitress F/T                      Ciociara Pizzeria                      2013-2016  
Responsibilities: *Serving customers, answering telephones, accurately handling cash and credit transactions, cleaning premises to meet health regulations*

Waitress F/T                      Partners Restaurants                      2010-2013  
Responsibilities: *Serving customers, answering telephones, accurately handling cash and credit transactions, cleaning premises to meet health regulations*

Gas Attendant F/T                      Domo Gas Bar                      2008-2010  
Responsibilities: *Serving customers, answering telephones, accurately handling cash and credit transactions, stocking shelves, checking fuel readings*

Security Guard P/T                      Barnes Security                      2007-2008  
Responsibilities: *Ensuring buildings and property were secure, writing up incident reports, contacting law enforcement personnel*

#### **EDUCATION**

Residential Youth Worker Program                      Red River College                      2015  
Grade XII University Entrance                      Garden City Collegiate                      2008

#### **VOLUNTEER ACTIVITIES**

*Three years as a part-time Activity Worker with children with exceptional needs at the St. Amant Centre.*

#### **INTERESTS**

*Tae Kwon Do, skiing and reading*

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## Resumé Samples (2)

### **PAMELA BROCK**

569 Talbot Avenue  
Winnipeg, Manitoba R3G 2K8

(204) 555-9636

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#### **Job Objective: Housekeeping/Cleaning**

#### **HIGHLIGHTS OF QUALIFICATIONS**

- ◆ Experienced in general janitorial and housecleaning procedures
- ◆ Friendly, outgoing and able to work well independently and responsibly
- ◆ Follow directions well and like to keep workplaces clean and sanitary

**Hardworking**

**Fast Learner**

**Punctual**

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#### **RELEVANT EXPERIENCE**

##### **Cleaning Skills**

- Clean kennels, dog runs, and floors and take out the garbage
- Collect, sort, clean and organize laundry
- Sterilize medical and surgical tools, animal cages, dog runs and counter tops
- Change sterilizing fluid for cleaning the floors
- Experienced and knowledgeable in the following: vacuuming, dusting, floor washing, dish washing and cleaning bathrooms, kitchens and dining areas
- Perform custodial duties in a responsible and reliable manner

#### **WORK HISTORY**

Janitorial Cleaning (contract)	Seven Oaks Veterinary	2014-2015
Child Care Provider	Self-Employed	2010-Present
Gas Jockey	Domo Gas Bar	2010

#### **EDUCATION/TRAINING**

Grade 12 Diploma	Elmwood High School	2012
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#### **REFERENCES AVAILABLE UPON REQUEST**

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## Resumé Samples (3)

**BETSY DUECK**  
BOX 148 • LORETTE, MB • R0E 1J0  
PHONE (204) 555-4700 • EMAIL BETDUECK@HOTMAIL.COM

### OBJECTIVE

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To gain employment with a reputable company and work hard.

### EMPLOYMENT

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2015-2016      Camp Red Rock      Whiteshell, MB  
Interim Director of Operations  
✎ Served in an interim Director position. Served the year-round guests in a host capacity, making sure all their needs were met

2014-2015      Sears      Winnipeg, MB  
Sales Associate/Manager On Duty/Customer Service Manager  
✎ I began my time as an associate and worked my way up to Customer Service Manager.

2010-2014      Masters Players      Masters College  
Team Leader  
✎ Covenant Players is a drama and music company. I worked as a Team Leader and Drama Director.

2009-2010      Sears      Winnipeg, MB  
Sales Associate  
✎ Assisted Customers with their purchases.

### EDUCATION

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2009      Kildonan East Collegiate      Winnipeg, MB  
High School Diploma

## Resumé Samples (4)

### Thomas McBride

9 Brookshire Crescent  
Winnipeg, Manitoba R2P 1S9

(204) 555-5934

Job Objective: Park Attendant

#### HIGHLIGHTS OF QUALIFICATIONS

- 🏠 Active member of Scouts Canada 32<sup>nd</sup> St. Bernadettes Venturers
- 🏠 Certified 1<sup>st</sup> Level Blue Cross First Aid and Life Guard
- 🏠 Five years hiking/camping experience and knowledge
- 🏠 Extensive navigation and cartographical skills

#### RELEVANT EXPERIENCE

##### Camping/Hiking Skills

- Camping and hiking experience includes trips that were 2-5 days to Yellowstone National Park, Epinet Trail, Birds Hill, Adam Lake, Kenora, Grand Beach and Falcon Lake
- Exceptional knowledge of wildlife and wildlife behaviour, including the following wildlife:
  - Raccoons
  - Bears
  - Coyotes
  - Wolves
- Can effectively teach packing strategies that quickly and efficiently save space and waterproof backpacks

##### Navigational Skills

- Extremely accurate with a compass and map with the ability to pinpoint locations
- Extensive navigation and cartographical skills (including geographical maps)

##### Organizational Skills

- Strong group coordination and organizational skills (camp and hike coordinating)
- Capable of leading 10-20 person hikes
- Planned successful camps/hikes by
  - creating meal plans for up to 20 people
  - planning routes in advance
  - researching hiking/camping locations prior to leaving—checking fire hazards, local precipitation within the last two weeks of leaving and inquiring about bear activity levels

#### WORK HISTORY

Cook	McDonalds	2015-2016
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#### EDUCATION/TRAINING

Grade 11	JH Bruns Collegiate	2016
1 <sup>st</sup> Level First Aid	Blue Cross	2012

#### VOLUNTEER ACTIVITIES

MS Walkathon 2015 and 2016, GoldEyes Pancake Breakfast

REFERENCES AVAILABLE UPON REQUEST

## Resumé Samples (5)



**KOORA GARNEAU**  
Casino Dealer/Slot Machine Attendant



Fisher River Site #44, Manitoba R4M 0D9

(204) 555-1246

### HIGHLIGHTS OF QUALIFICATIONS

- ♣ Experienced as a **Casino Dealer/Slot Machine Attendant**
- ♦ Passed Effective Casino Dealer course through the Canadian Gaming Institute
- ♥ Excellent manual dexterity and able to stand for long periods of time
- ♠ Professional appearance and love to work evening shifts and weekends
- ♣ Amazing customer service and consistently tipped beyond house average

Trustworthy

Entertaining

Reliable

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### RELEVANT EXPERIENCE

#### Casino Dealer/Slot Machine Attendant Skills

- Developed thorough knowledge of rules of games of chance
- Dealt thousands of hands of: Keno, Blackjack, Baccarat, Texas Holdum, Seven Card Stud Poker and Pai Gow Poker
- Operated Roulette and Pai Gow Tiles gambling tables
- Determined winners, paid out winning bets and collected losing bets
- Handled large sums of money per shift and never had a cash flow discrepancy
- As a slot machine attendant, ensured over 60 slot machines were working correctly which includes
  - ✓ resetting them if they were "tilted"
  - ✓ dealing out payouts
  - ✓ machine readings and hopper fills
- Worked a variety of shifts but most were between 3 p.m. and 3 a.m. including weekends



**Customer Service Skills**

- Entertained customers with humour and upbeat, positive personality
- Well known for keeping bus tour and convention groups laughing and enjoying the gambling experience
- Experienced at calming patrons and diffusing situations when disagreements occurred

**WORK HISTORY**

Casino Dealer	South Beach Casino	2015-2016
Casino Dealer	White Bear Casino	2014-2016
Casino Dealer (part-time)	Northern Lights Casino	2013-2014
Serving Personnel (part-time)	Earl's Restaurant	2012-2014
Actor (part-time)	Thompson Theatre	2011-2013

**EDUCATION/TRAINING**

Effective Casino Dealer course (5 wks)	Peguis Gaming Commission Fisher River, Manitoba	2014
GED	Job Works	2011

**REFERENCES AVAILABLE UPON REQUEST**

