

Name: \_\_\_\_\_

Day \_\_\_\_\_ Block \_\_\_\_\_

## Resume Prep Sheet

### 1. PERSONAL INFORMATION:

Full Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(Professional) e-mail address: \_\_\_\_\_

### 2. EDUCATION and TRAINING:

Current School: Full name \_\_\_\_\_

Location: \_\_\_\_\_ Year \_\_\_\_\_ Grade: \_\_\_\_\_

### 3. ACADEMIC ACHIEVEMENTS:

(Grade Point Average, Honor Roll, Specialty Courses) \_\_\_\_\_  
\_\_\_\_\_

### 4. Training or Certificates: (Foodsafe, First Aid, Life Guard, Coaching Level, Referee ....)

Name of Certificate or Course \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. WORK EXPERIENCE (paid)

Company Name or Individual: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of employment: (from) \_\_\_\_\_ to \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Full address and phone number: \_\_\_\_\_

Duties performed: \_\_\_\_\_

Skills used: \_\_\_\_\_

Company Name or Individual: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates volunteered: (from) \_\_\_\_\_ to \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Full address and phone number: \_\_\_\_\_

Duties performed: \_\_\_\_\_

Skills used: \_\_\_\_\_

**7. EXTRACURRICULAR ACTIVITIES:**

School Clubs \_\_\_\_\_

School Teams \_\_\_\_\_

Outside School Activities \_\_\_\_\_

**8. AWARDS AND ACHIEVEMENTS:**

School Academics: \_\_\_\_\_

Athletics: \_\_\_\_\_

Outside School Activities: \_\_\_\_\_

Clubs: \_\_\_\_\_

**9. REFERENCES: Cannot be a family member or peer! Teacher, Coach, Employer, Minister/Pastor, Close Family Friend, a Neighbour ...**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact information (full address, telephone number) \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact information (full address, telephone number) \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact information (full address, telephone number) \_\_\_\_\_