Bob Bob

Heavy Equipment Technician’s Helper

**Personal Profile**

High school student with mechanical ability is looking for a chance to work as a mechanic’s helper. I am always on time for the school bus and miss very few school days each year.

**Mechanical Skills**

* Rebuilt a Chevrolet small block 305 engine and put it in a 1987 Chevrolet Wrangler
* Oil changes on tractors, Chevrolet trucks, and small engines such as lawnmowers and other equipment including motorcycles
* Rebuilt a miniature motorcycle (used for racing)
* Install and replace tires
* Assisted in removing and replacing a 1998 Ford Explorer transmission with help from my father and cousin

**Volunteer and**

**Work Experience**

MD of Wilson, Maintenance Shop Nov 2012 to Present

* Assist mechanics with Heavy Duty mechanic repairs
* Help repair and do maintenance on automotive repairs
* Complete oil changes on heavy equipment and automotive equipment
* Work as a volunteer work experience student

Warbler Food Store June 2013 to Present

* Stock shelves
* Assist with unloading the supply truck
* Clean the entire store

Schnoor’s Farms Ltd. Summer of 2012

* Help plant the family vegetable garden
* Weed, water and harvest plants
* Fix and repair rotor tiller

Volunteer Helper Summer of 2012

* Repair a neighbors riding lawnmower

4H Volunteer Projects Continuing

* Warner Library clean up
* Highway cleanup for the last four years

**Education**

 Currently in grade 11 at Warner School

Phone: 403-360-1111 Email:bbbbbbbbbbb@vv PO Box 00 New Town, Alberta, T0K 1P0

**Samantha Smith**
1234 W. Elm Street
Toronto, Ontario M3A 9Z9
1 (416) 575-2335 | samsmith@gmail.com

**Work Experience**

April '14 – September ‘14
Toronto, ON

Barista | Starbucks

* Memorized menu options and seasonal specials to provide guidance to customers
* Responded to customer concerns and inquiries to ensure all drinks and food exceeded expectations
* Accurately recorded orders and worked with baristas to ensure proper flow and swift service
* Managed cash register and POS system
* Took on closing duties and ensured visual presentation of store was prepared for next day
* Trained all new floor staff and servers about customer service requirements, proper food handling guidelines, and safety procedures

June '13 – September ‘13
Mississauga, ON

**Camp Counsellor | Sunny Acres**

* Led and supervised group of 15 campers, with two co-counsellors
* Handled and managed parental concerns to maintain satisfaction and assurance
* Served as team lead in camp-wide activities
* Certified in CPR

**Education**

September 2013 – present
Toronto, ON

Ryerson University
*Major in Business Administration, Minor in Public Relations*

* Contributor to the school newspaper, The Eyeopener

Sep '08 - May '12
Toronto, ON

Oakwood High School
*High School Diploma*

* Graduated with honors
* Captain of the girls’ basketball team and member of the drama club

**Additional Skills & Interests**

* Volunteering experience: served as “Big Sister” in mentoring program throughout high school
* Proficient in English, French and Spanish (spoken and written)
* Proficient at Microsoft Excel, PowerPoint and Google Cloud platform

**John Doe**

**Mechanic Assistant,** 5555 55st Taber, Alberta, T1G 1M9

Email: johndoe@horizon.ab.ca, Phone: 403-223-5555

Profile

I had a chance to visit Green Power on a job shadow last year. I really liked the experience and I can see myself working on combines, tractors and large trucks in the future. I have a strong work record and I am a hard and reliable worker.

Work Experience

 **Surface Preparation - Pre-Paint**

Ar-Tech Coatings Winter 07 to present

* Part time while in school and full time summer worker
* Grind and coat welds in large oil field tanks
* Sweep and clean shop
* Masking off areas that are not to be painted
* Assisting painters

**Gouw Quality Onions**

 Farm Laborer – Summer Positions Summers 2003,04 & 05

* Weed and care for canola fields
* Hoe weeds

Skills & Characteristics

 **Mechanically Inclined**

* Fix and repair bicycles for neighborhood children and my brothers
* Repair electronic toys such as mechanical cars
* Complete oil changes and minor repairs on family car

**Reliable and Punctual**

* Always on time for work
* Attend school on a regular basis and perform well

**Teachable**

* Able to follow directions
* Willing to learn and do as instructed
* Worked 30 hours a week last year and completed grade 9 with good grades

References

 Freak Mighty Teacher ACE Place Phone: 403-223-4761

 Garth Mouland Career Counsellor ACE Place Phone: 403-360-2737

**Peter Peter**

Phone: 403-222-2222, 2222 22 Street, T1G 1M8, Taber, Alberta

**Skills and Qualifications**

 **Safety Courses**

* H2S Alive
* Confined Space
* Fall Protection Rescue
* St. John’s Standard First Aid with AED
* S300 Basic Firefighting Course

 **Heavy Equipment Operation**

* Case 821 Loader – snow removal and general hauling
* Skid Steer – Bobcat and Case – snow removal and KCL mixing
* Pea Combine – FMC and Oxbo harvesters
* International tractor with loader bucket

 **Mechanical Ability**

* Vehicle maintenance and repair including oil changes and brake replacement
* Replace engine and transmission in a 1996 Grand Prix
* Grease and wash Pea Combines
* Assist field mechanics at Lucerne in Taber

 **Physically Strong**

* Used to heavy lifting both on the farm and as an oilfield swamper
* Completed physical training and assessment with the Taber Fire Department
* Enjoy heavy lifting and staying strong physically

**Work and Volunteer Experience**

 **Swamper**  2011

Jacar Oilfield Service, Taber, Hot Oilers, Vacuum Trucks and Combination Units

**Volunteer Firefighter**  2010

Taber Fire Service

**Mechanics Helper**  2009

Verl’s Auto Pro, Barnwell

**Combine Operator** Harvest 2008 and 2009

Lucerne

**Education**

* High School Diploma granted from WR Myers in Taber 2010
* High School Football Team in grade 10, 11 and 12
* All Rebel Award Winner in my grade 12 year as middle line backer

***Joan Jet***

**Objective**

 Hard working student with a strong interest in customer service is looking for an opportunity to work with Bob’s Eatery.

**Highlights**

 ***Apex Award Winner 2010***

One of four youth selected as a community leader and offered a reward for volunteerism and commitment to our community

 ***Promoted to In-service Instructor***

After teaching my first Lifeguard In-service the pool manager asked me to teach or arrange the rest of the year’s in-service presentations.

 ***Reliable Worker***

In the last three years of work and school I have no unexcused absences and a perfect record for arriving on time for my shifts.

**Work Experience**

 **Sara P Smith Summer 2015 to present**

 *Babysitter*

* Children often requested me as their care giver
* Complimented on my ability to maintain a clean house while I cared for the children
* Children love to play games with me

**Volunteer Experience**

 **Legion Oyster Feed –** volunteer oyster preparer **April 23, 2016**

 **School Events** – food preparation and serving **2014 to present**

 **Score Keeper** – volunteer official for basketball tournament **2011**

 **Support** – frequently assist great grandmother with household chores

**Availability**

 Every day after school and on weekends except for Sunday except during church service

**Academic Achievements**

 Achievement roll student in grade 10

***Joan Jet***

*Phone 403-111-1111 ♦ 111 21st Avenue North ♦ Backfill, Alberta, T0K 2K0*

Barb Smith

P.O. box 604, Vauxhall, Alberta, T0K 2K0, Phone:403-424-0067, Email: student.p13@gmail.com

**Objective**

A grade twelve student with a strong academic record and excellent customer service abilities is looking for an opportunity to work at the North Side Safeway store.

**Highlights**

* Over 90% average in grade twelve classes
* Recipient of the WOW award at high school for donating books to the Public Library
* Honour roll student in all of junior and senior high school
* Excellent attendance and punctuality record at my high school

**Availability**

* Summer employment
* Weekday shifts at any time
* Saturdays any time
* Sundays, preferably after one in the afternoon (church)

**Skills and Abilities**

Enjoy Helping People

* In the past I have found fulfillment by helping other students especially in class helping them understand one of the concepts. Further my sister and I learned that giving blood was a way to actually save a life. I have been a regular contributor since that time.

Extremely Organized

* Teachers often ask me to complete tasks that require a high degree of organization because I seem to have a natural tendency to organize data and people.

Able to Prioritize Well

* Challenged to receive exceptional grades. I needed to find a way to deal with a high volume of work, being able to prioritize and selected the most important tasks and do them first was a key skill.

Works Well with Others

* Working in the kitchen for the Canadian Kidney Foundation Dinners is a fast paced and stressful endeavor that was successful because we were able to work well as a team. I loved working with this group of volunteers.

**Relevant Experience**

Babysitter, Summer 2012, Cindy Lauwen, School Secretary

Cared for two children, one aged five and one aged three

Volunteer for Kidney Foundation Fundraisers, October of 2009 and July 2010

Helped prepare food at a banquet

Cashiered for a garage sale

Courses in Food Preparation at Vauxhall High School

**Running Water**

*Environmental Technician*

 ***Related Experience***

***Heavy Equipment Operator***

***Tech Off Road Division*** Aug 200 to Present

 Aug 200/May 200

Promoted to senior driver with shift leadership duties in my first year of full time driving, while completing the following:

 Led worker safety program for my shift

 Maintained a 100% rate of attendance with no unexcused absences

 Operated Skid Steer, Backhoe and Heavy Hauling Trucks with no lost time incidents

 Selected to lead new worker orientations in my last year

***Tree Planter***

***Avery Trees in Hinton, AB***

 *May 2004 to Nov 2005*

My role was to plant trees in remote locations from minimalistic backcountry camps.

 High Count Planting Award for two of the weeks in my first season

 Promoted to First Aid designate for my work group

 Obtained the maximum payment bonus for exceeding my quota of trees planted

***Customer Service***

***Taber Farm Implements***

 *Dec 1998 to Aug 2000*

Completed invoice batching and human resources functions for the Accounting Department

 Excellent attendance record and work references

 Left when offered a full time summer position with Tree Planter

******

***Education***

***Running Waters  1111 1st Street Taber, Alberta, T1G 1NG Web: runningwaters.ca***

***Phone: 403-360-1111 Email: running.waters@gmail.com***

***About Me***

I am an ambitious and hardworking Technician who finished with the highest marks in my college program and routinely earn promotions at work.

I have excellent work references and have maintained an exemplary attendance record at past positions and in my post-secondary school programs.

***Lethbridge College***  2009

**Environmental Technician**

***Concordia University College*** 2007

**University Preparation in the Sciences**

***Town High School of Calgary*** 2006

**High School Diploma**

**Katie Costa**439 Robinson Avenue
Winnipeg, Manitoba R3H 4R3
204-555-5412
katie.costa@email.ca

## Skills and Abilities

**Summary**

* Creative, hardworking, and reliable worker
* Strong oral communicator, very organized, and quick learner

**Computer skills**

* Proficient in using Microsoft Office programs such as Word, Outlook, and Excel
* Experience using both Microsoft- and Mac-based computer platforms

**Leadership skills**

* Elected as Grade 9 representative for Carlington Heights Students’ Council
* Planned and organized school dances, band fundraiser, and Relay for Life
* Selected to participate in city-wide leadership program

**Marketing and promotion skills**

* Started my own babysitting business in 2010; created flyers and promotional material, which attracted 42 new clients from local community centre and grocery stores
* Designed posters and banner for Carlington Heights semi-formal dance
* Contacted local businesses to purchase advertising space in Carlington Heights yearbook, and won award for highest sales for the year

## Experience

**Babysitter**2010–2011
Katie and Jamie’s Babysitting Service, Winnipeg, Manitoba

**Pet sitter**2007–2009
Katie Johnston Animal Spa, Winnipeg, Manitoba

## Volunteer experience

* Students’ Council
* Yearbook Committee
* Grade 9 Concert Band
* Relay for Life organizing committee

## Education

**Carlington Heights Secondary School**2011–present

**Upton Taken** Phone: 403-222-0000, Box 222, Pine Tree, Alberta, T0K 2K0

**Profile**

Grade 12 student with a great work history is looking for an opportunity for full time work in the summer with Bob’s Dandelion summer maintenance crew.

**Work Experience**

 **Customer Service**  July 2017 to Present

Sell All, Taber

* Learn to deal with difficult customers and resolve problems for them
* Excelled in most of the positions including Cashier, Customer Service and Receiving
* Excellent attendance record and a good relationship with my supervisors

**Cook’s Helper**  Summer 2015 to 2016

Eat All, Taber

* Assist the head cook with preparation of food
* Cook short order simple foods
* Left when my family returned to the Taber / Vauxhall area

**Skills and Qualifications**

Communication Skills

* Work well with others
* Efficiently operate the cash register and maintain a balanced till
* Approachable and get along well with the public

Problem Solving Skills

* Deal well with upset customers and can usually help them by resolving their issue
* Able to ask for expert assistance when needed so that problems are quickly dealt with
* Often I help other staff with customer service issues

**Education and Certification**

* High School Diploma courses in progress
* Class 5 Drivers License with a clean driver abstract

**Volunteer Experience**

**Food Bank Food Drive** Campaign 2010, 11 and 12

School Service Program

* Gathered a full half-ton load of food for the Food Bank

**Availability**

Monday to Thursday after school (after 4:00 pm) and Friday any time after lunch

Saturday all day

Summer Time – all hours



See Template to use

**Coordinated Cover Letters with Resume and References:**

**Examples**

Summer Reader

Phone: 403-223-1507 `

Email: summer@gmail.com

1111 22 Street, Taber, Ab, T1G 1N2

Summer Reading Program

54154 50th Avenue
Taber, Alberta, T1G 1V2

Dear Manager

I was excited to find your Taber Times advertisement for a Summer Reading Program Coordinator. Working with children is something I enjoy and I have always had a passion for reading; often reading several novels per month. As I read the description of the job posting, it seemed a perfect fit for me.

I have successful experience babysitting youth, including one family with five small boys. Both my parents have worked in programing in the past, with the City of Calgary and with Scouts Canada, and I have learned a lot from them. My future career path is related to this opportunity as well, as I hope to become an elementary school teacher.

I hope you have the time to review my resume and I would be happy to meet with you at your convenience for an interview.

Sincerely,

*Summer Reader*

Enclosure

 **Summer Reader**

1111 22 Street, Taber, Alberta, T1G 1N2, Phone: 403-223-1111, Email: summer@gmail.com

**Objective**

I am a grade ten student that enjoys working with children and youth and would like to apply my abilities to the Summer Reading Program.

**Highlights**

* Regularly babysit for three families in the past
* Very strong reader in my youth and continue to read frequently
* Participate in youth group service activities
* Member of several sporting teams

**Skills and Abilities**

* ***Works Well With Youth, Adults and Peers***

On a regular basis I get to work with children and adults especially in the youth programs in my church and on the sporting teams at school and in the community.

* ***Creative***

I am an avid reader of Science Fiction, Fantasy, Adventure and other novels. I did well in past art class and enjoy drawing and drama. I have participated in major drama productions like Oliver Twist and my siblings and I have great fun creating games and drama related activities.

* ***Energy and Enthusiasm to Work With Children***

I am frequently invited to babysit for people because the children have fun and they are well cared for. Several mothers have commented that it is rare to find a male babysitter who is so good with kids.

* ***Great Team Work Ability***

Awarded three Rebel awards for Coaches’ Choice and last year the Heart and Hustle award for the grade 9, WR Myers Basketball team. I am a regular contributor to my teams and I give 100% effort.

**Relevant Work and Volunteer Experience**

 ***Babysitter, Buttercup Smith, Carla Todd and Beatrice Potter*** Continuing

* + Cared for up to five children at a time aged from 6 months to 8 years

***Yard Maintenance, Pete Bellows*** Summer 2014

* + Mowing and trimming a large front and back yard

***High River Cleanup, Volunteer*** Summer 2013

* + Cleaned up damaged buildings and yards

***Town of Taber Haloween Party, Volunteer*** October 2012

* + Helped set up, ran the bean bag toss and cleaned up the gymnasium

**References**

 Buttercup Smith, Babysitting Client Phone: 403-416-1119

 Math Whiz, Teacher, WR Myers Phone: 403-382-8131

 Reading Pro, Barnwell Library Worker Phone: 403-929-3530

Baby Blue

Box 3333

Nowhere, Alberta

T0K 0V0

Feb 1, 2012

Big Stick Energy Services Ltd.

6410 53 St.

Taber, Alberta

To: Big Bubba

My name is Baby Blue. I am an eighteen year old citizen of Nowhere, Alberta and I would like to apply for a job position as an electrician apprentice.

I would like to join your team, as it would allow me to apprentice at Big Stick Energy Services in the field I would like to pursue after I’m done my Senior High school year at the end of June. I am a fast learner and I am ready to be trained. I am a hard worker, with a strong sense of morals and ethics. I feel that I am capable of filling a position with your company.

I can start working once I graduate at the end of June, 2012. I am available to come in for an interview. If I were a successful candidate for a position, I would also be willing to relocate closer to the job. See attached resume for more details. For more information you can reach me at home: 403-222-2222, or

(cell: 403-222-2222). Thank-you for your time and consideration.

Sincerely,

Baby Blue

Baby Blue

Box 2222, Nowhere, Alberta, TOK OVO, 403-739-2011 (Home), 403-222-2222 (Cell)

**OBJECTIVE**

I am an experienced construction site worker looking for an opportunity to apply my hands-on skills to the trade of Electrician.

**WORK EXPERIENCE**

***Metal Building Labourer***

South West Steel (Running and working with heavy equipment), Summer 2011

* Accident free summer with no time lost incidents
* Earned excellent work references
* Asked to return and offered a raise to work next season

***Summer Maintenance Worker***

Enchant Park Employee, Summers of 2009/2010

* Mow lawns, clean bathrooms and camp sites
* Trim trees and fix and operate irrigation systems
* Assist with service to campers
* Asked to return each summer

***Assistant Maintenance Worker***

Town of Enchant, Summer 2008

* Operate town septic system including repair of sewer lines
* Assist with the operation of the town water system including testing
* Mow lawns and maintain green space
* Operate the dump disposal yard and sort and burn material
* Often asked to work independently

 ***Level Two Hockey*** ***Referee***

Southern Alberta***,*** 2007 to 2012

* Score over 80% on every qualifying test
* Asked to participate in a Level Three certification

**VOLUNTEER EXPERIENCE**

Coaching Vauxhall Minor Hockey (Peewee), 2012

 Helping with P.L.A.Y. program in Coaldale, 2009

* (Palliser Learning & Active Care for Youth)

Scorekeeping at Enchant School, 2007

Working in school concession, handling money, 2007

**AWARDS AND ACHIEVMENTS**

Class 5 Driver’s License, 2010

WHIMIS training certificate, Expires 2012

GDL Learner’s Operator’s License, 2008

Divisional Track and Field - 2nd in shot-put divisional, 2007

 Gold medal at Southern Alberta Golfing summer games, 2007

 Gold medal at Southern Alberta badminton summer games, 2007

Gold medal in the Bow River Baseball Tournament, 2007

**EDUCATION**

Graduating Nowhere High School this year

* Student of the year in grade 9
* Male athlete of the year
* Academic Achievement (highest average in the class) grade 9

 **HOBBIES AND INTERESTS**

Golf

Baseball

Hockey

Volley/Basketball

Camping/Fishing

Hunting

**REFERENCES**

Tom Topwand

General Manager

South-West Steel Products

Lethbridge, AB T1H 6T2

P: 403-222-2222 C: 403-222-2222

Big Bob, C. Tech., HSA.

Design Consultant/Safety Co-Ordinator

South-West Steel Products Ltd.

3755 18th Ave North Lethbridge, AB T1H 6T2

P: 403-222-2222 C: 403-222-2222

bearcrawl@swmw.net

Mica Mower

Nowhere Park Association

Nowhere, Alberta

Home – 403-222-2222

Peter Plumber

Nowhere Town Foreman (Past Position)

Taber, Alberta

Cell – 403-222-2222

Evolution of a Resume Presentation:

Examples

**Ghangis Khan**

Email: ghangis@gmail.com, Cell Phone: 403-222-2222

**Profile**

Grade 11 student is looking for a summer job.

**Work Experience**

 **Town of Somewhere**

Labourer Summer 2014

* Mow lawns
* Painting

**Khan Tree Trimming and Fire Wood**

Summer Positions

Part Time

* Hoe weeds

**Skills & Characteristics**

 **Physically Strong and Have a Good Work Ethic**

**Reliable and Punctual**

**Want to Weld**

**Availability**

 Monday to Thursday 2:30 PM to closing

 Friday 1:00 PM to closing

**Ghangis Khan**

**Welder’s Assistant,** Box 111, Nowhere, Alberta, T0K 2K0

Email: ghangis@gmail.com, Cell Phone: 403-222-2222

**Profile**

Recently I completed a Job Shadow at a busy welding facility in Taber. I enjoyed the experience and confirmed that I want to weld and would appreciate an opportunity to work with IMEX in Taber. I have a strong work record and I am a hard and reliable worker.

**Work Experience**

 **Smith’s Welding**

School Work Experience 2014 / 15 year

* Volunteered as a welder’s helper with experience on MIG, TIG and Wire Line welding
* Have maintained a 90% or higher mark and have achieved perfect attendance in both semesters
* Received a reference letter and gift certificate from employer at the end of my session

**Town of Somewhere**

Labourer and Renovation Helper Summer 2014

* Mow and care for parks and cemetery
* Maintain and use mowers, trimmers and tree limber
* Demolition at the pool facility

**Khan Tree Trimming and Fire Wood**

Summer Position - Part Time

* Cut, stack and load firewood

**Skills & Characteristics**

 **Physically Strong and Have a Good Work Ethic**

* Able to lift heavy material
* Both Town and Khan have offered me return employment

**Reliable and Punctual**

* Always on time for school and work
* Attend school on a regular basis and perform well

**Availability**

 Monday to Thursday 2:30 PM to closing

 Friday 1:00 PM to closing