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Job Objective: To find full-time, summer employment as a landscaper.

Highlights of Qualifications:

- Works well with others and independently.
- Able to complete tasks within a limited time.
- Experience handling cash and cheque transactions.
- Able to use a variety of landscaping equipment responsibly and safely.



Relevant Skills and Experience:

General Labour:

- Operated gas-powered lawn mower and trimmer.
- Loaded equipment from truck.
- Hauled away trimmings and debris.
- Worked over sixty hours a week and maintained productivity.



Customer Service:

- Maintained good relationships with clients.
- Helped company grow by asking clients for referrals.
- Called clients to verify that rain dates were convenient.
- Collected payments and issued receipts with accuracy.



Work History:

2000-2001	Landscaper	Grasscutters	Toronto, ON
1999-2000	Landscaper	J and T Landscaping	Keswick, ON

Education:

2000	OSSD	St. Joel's Academy	Toronto, ON
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Volunteer History:

2000	Animal Sitter	Humane Society	Sutton, ON
1999-2000	30 Hour Famine	Worldvision	Keswick, ON



References available upon request



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THE OFFICIAL DO-IT-YOURSELF RESUME

SEVEN THINGS YOU NEED TO PUT ON A RESUME:

1. WHO ARE YOU?

This includes your name, address, phone # and e-mail. You can't get the job if a potential employer can't find you.

2. WHAT KIND OF JOB DO YOU WANT?

This is your **Job Objective**. It's your chance to tell an employer what type of job you want. Example: "A full time summer job in retail which could lead to part time position in the fall."

3. HOW WOULD YOU DESCRIBE YOURSELF?

This section is your **Highlights of Qualifications**. It's basically a "mini-advertisement". Mention your best 3-5 traits, accomplishments and skills that interest an employer.

4. WHAT DO YOU HAVE TO OFFER?

This highlights your **Relevant Skills and Experience**. This is ideal for someone who does not have a lot of work experience. It divides your skills into categories. For each skill area, think of several accomplishments from your past work history (paid or unpaid). Describe each skill in a simple action statement that emphasizes the results.

5. WHERE HAVE YOU WORKED?

This is your basic **Work History**. List the jobs or co-op experience that you have held in chronological order (most recent positions go first).

6. WHERE DID YOU GO TO SCHOOL?

You get it...right?
This includes what grade you've completed, training courses, Example: CPR, WHMIS or babysitting courses.

7. HAVE YOU VOLUNTEERED?

This lists any **Volunteer Experience** you may have. Volunteering is a great way to gain new skills that you can use on your resume. This section resembles your Work History section.

HELPFUL HINTS

1. Get someone to check for mistakes.
2. Be honest about your experiences.
3. Avoid rambling, use short, strong statements.
4. Try to limit your resume to one page, if possible.
5. Make sure your resume is in good quality-not folded, stained or dog-eared.

