



# RESUME WORKSHEET

ANOKIIWIN OFFICE  
OF SHOONIYAA WA-BIITONG

Site 206-53 | Fort Frances, ON | P9A 3M3  
800-545-5113 Ext. 201 | dcross@shooniyaa.org



## CONTACT INFORMATION

Name -

Mailing Address -

Phone Number(s) -

Home -

Cell -

Email Address -

## CAREER OBJECTIVE STATEMENT

In one or two short sentences, summarize your goal for your job search. The goal statement should be related to the specific position for which you are applying, and it should highlight your skills and qualifications.

## SUMMARY OF SKILLS AND QUALIFICATIONS

Provide potential employers the main skills and qualifications that qualify you for the position you are applying for. Very important to customize each resume and application package for each position of interest.

## WORK EXPERIENCE/WORK HISTORY

Outline all employment/work experience; summer jobs, internships, co-operative education placements, etc. This should include; position title, company/organization, location, dates and a brief overview of duties while in that role.

Job Title -

Employer -

Duration of Position -

Month/Year

Month/Year

Duties/Responsibilities -

Job Title -		
Employer -		
Duration of Position -	Month/Year	Month/Year
Duties/Responsibilities -		

Job Title -		
Employer -		
Duration of Position -	Month/Year	Month/Year
Duties/Responsibilities -		

Job Title -		
Employer -		
Duration of Position -	Month/Year	Month/Year
Duties/Responsibilities -		

## VOLUNTEER EXPERIENCE

Outline all volunteer experience; OSSD volunteer hours, community volunteer work, sports affiliated volunteer work, etc. This should include; work completed, person or organization you worked for, location, dates and a brief overview of duties while in that role.

Job Title -		
Employer -		
Duration of Position -	Month/Year	Month/Year
Duties/Responsibilities -		

Job Title -		
Employer -		
Duration of Position -	Month/Year	Month/Year
Duties/Responsibilities -		

## EDUCATION

Include all education that you have completed. It is important to include if you graduated with honours or have anything special that will highlight your experience.

Program Title -

School/Institution -

Program Dates -

Start Date

End Date

Graduated

Yes ☐ No ☐

Still In Progress

Yes ☐ No ☐

Program Title -

School/Institution -

Program Dates -

Start Date

End Date

Graduated

Yes ☐ No ☐

Still In Progress

Yes ☐ No ☐

## TRAINING AND CERTIFICATION

Outline all training and courses that you have completed to build your experience and qualifications. Health and Safety, computer courses and/or job specific training is important to include.

Name of Course -

Date Completed -

Training Organization/Company

Name of Course -

Date Completed -

Training Organization/Company

Name of Course -

Date Completed -

Training Organization/Company

Name of Course -

Date Completed -

Training Organization/Company

## SPORTS AND AFFILIATIONS

Including all sports team affiliations is a great addition to a resume. This shows an individual's participation and dedication to a team/sport, and it also shows that you can multi-task.

Team/Association/Position -

Year(s) -

Team/Association/Position -

Year(s) -

---

Team/Association/Position ~

Year(s) -

---

---

Team/Association/Position ~

Year(s) -

---

## AWARDS AND ACCOMPLISHMENTS

Outline all awards and accomplishments that you have achieved or earned in your life, through school, work, sports, drama club, etc. Include details; title, overview of award/accomplishment, and when it was earned.

Award/Honour Title / Date ~

Award/Honour Title / Date ~

Award/Honour Title / Date ~

Award/Honour Title / Date ~

---

## REFERENCES

References are very important as they are a connection to your work history and show an employer your connections to the world of work and the industry you have experience in. References should be a previous employer/supervisor, a teacher/instructor, a coach or mentor, a member of leadership, a team mate or co-worker, etc. Try to never have a family member as a reference as it could show biased.

Name/Job Title ~

Organization / Contact Info (email and phone)

---

Name/Title/Organization/ contact info~

Organization / Contact Info (email and phone)

---

Name/Title/Organization/ contact info~

Organization / Contact Info (email and phone)

---

## ADDITIONAL INFORMATION