

Make sure you keep your header unique and keep it consistent if you do more than one page for your resume. Cover letter should have the same header as well!

## Susan Smith

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Rewrite: Needed to change it because it was written as a sentence. Resumes are statements not sentences.

Bachelor of Arts- Honours Specialization in Psychology  
Brescia University College, Western University, London, Ontario

- Expected Graduation: June 2014
- Courses of Study: Psychology of Creativity, Evolution and Human Behaviour Modification and Adult Psychology
- Leadership Development Program – Level 1 (A Journey in Self Discovery): 2011

### Objective:

To locate a volunteer opportunity with children in London, Ontario

### Qualification Summary

#### Education

Current undergraduate student at Brescia University College in London, Ontario studying an Honours Specialization in Psychology to graduate in June 2014

- Courses of Study: Psychology of Creativity, Evolution and Human Behaviour, Human Learning, Behaviour Modification and Adult Psychology
- Leadership Development Program – Level 1 (A Journey in Self Discovery): 2011\

**Commented [CT1]:** Don't need to have an objective because many job applications require a cover letter. On your cover letter that is when you will state your objective and why you would be a good candidate for the job.

**Commented [CT2]:** You could include a qualification summary if you would like to summarize some of the skills you have.

### Work Experience Organization and Planning Experience

2011 – Present Customer Service Representative/Team Leader Joan's Boutique, London, Ontario

Customer Service Representative/Team Leader

2011 – Present

Joan's Boutique, London, Ontario

- Helped customers ~~pruceahse~~ purchase items
- Processed payments
- Folded clothes and hung up new products

**Commented [CT3]:** With different type of experiences its valuable to make a **COMBINED RESUME**. Therefore categorizing your skills to emphasize your skill abilities. Such as; 1) Organization and Planning Experience AND 2) Communication and Customer Service Experience. You can use any other categories, just make sure it is applicable.

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2009, 2010 Day Camp Leader

SummerStart Children's Camp, London, Ontario

Day Camp Leader

2009, 2010

Summer Start Children's Camp, London, Ontario

- Lead circle activities
- Reported illnesses and injuries to supervisor
- Communicated with parents about daily activities

**Commented [CT4]:** When creating your resume you MUST keep formatting consistent throughout. For descriptions put your position first because that is the first thing employers sees.

The most important starting from the right side to the left. Keep it nice and simple and easy on the eye when you are looking at it.

Don't forget important things like position, titles and headings. Keep it bold so it can be aesthetically pleasing to the eye.

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### Volunteer Experience Communication & Customer Service Experience

2009 Volunteer

Children's Hope, London, Ontario

Volunteer

2009

Children's Hope, London, Ontario

- Played with children
- Acted as a role model
- Volunteered 3 hours a week

**Commented [CT5]:** When writing about your job responsibilities, it is important to write them as statements that will highlight skills with your experience. This is when you will use Accomplishment Statements.

2011 – Present Vice President Events Western Debate Club, Western University, London, Ontario

- Research topics to create arguments
- Communicated with team members and competitors
- Organized meetings and events

#### Accomplishment Statements:

- Supervised a group of 10 children through various activities, promoting a positive atmosphere through active communication, supportive language and interpersonal skills
- Followed proper protocols to report any illness or injury, ensuring the health, safety and wellbeing of campers is top priority

Remember to make your resume unique! Use different type of formatting to make your very own