



Services for Youth

Example of a functional résumé

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

Katie and Jamie's Babysitting Service, Winnipeg, Manitoba

2010–2011

Pet sitter

Katie Johnston Animal Spa, Winnipeg, Manitoba

2007–2009

Volunteer experience

- Students' Council
- Yearbook Committee
- Grade 9 Concert Band

- Relay for Life organizing committee

Education

Carlinton Heights Secondary School
Winnipeg, Manitoba

2011–present

Date Modified: 2012-11-14



Services for Youth

Template of a functional résumé

Your Name

Home Address
City, Province Postal Code
555-555-5555
your.name@email.ca

Skills and abilities

Summary

- Use this space to give your prospective employer a brief summary of key skills and professional characteristics
- Add some notable value-added skills, such as a second language, licences, or certifications

Skill #1

- Use these bullets to highlight key accomplishments or further define your skill to provide the employer with a deeper sense of your skills and abilities

Skill #2

- When describing your skills, do not just list them—showcase how you used those skills and describe the results

Skill #3

- Select the skills you are showcasing based on the requirements of the job you're applying for
- Each résumé should be tailored to a different job
- If the job you're applying for requires someone who is good with numbers, include your skills that involve accounting or budgeting

Experience

Job title

Company name, City, Province or Territory

Year–year

Job title

Company name, City, Province or Territory

Year–year

Volunteer experience

- Use these bullets to list a few places you volunteered to gain and develop your transferrable skills

Education and training

College or University – Major
City, Province or Territory

Year–year

High school
City, Province or Territory

Year–year

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