**Sample Resume**

**Font = Times New Roman – Size 14 point headings, 12 point all other text**

**FIRST NAME LAST NAME**

Street Address

City, AB Postal Code

work phone number

home phone number

e-mail address

**EDUCATION**

*List most recent education first. Include courses you have completed.*

**Lakeland College** Edmonton, Alberta

Educational Assistant Certificate Graduated November 2010

**University of Alberta** Edmonton, Alberta

Degree Graduated June 2000

Major: \_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_

**Courses:**

Example: Exceptionalities I

**RELATED WORK EXPERIENCE**

*List each position separately beginning with the most current to the least current.*

*Provide a brief description of each assignment in point form.*

**Elk Island Public Schools** Sherwood Park, Alberta

## Elm Street Junior High School August 2006 – present

## Occupation Title – Educational Assistant

##

Example: Helped with organizing notebooks, timetables, agendas, and lockers

 Worked with a grade 7 autistic student

**OTHER WORK EXPERIENCE**

*List each related work experience position separately from the most current to the least current.*

*Provide a brief description of the responsibilities of each work assignment.*

**ABC Daycare** Edmonton, Alberta

## Daycare worker Aug. 1997 – May 1999

Example: Assisted with the day-to-day operations of the daycare – helped children with snack time and outside play time.

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**ADDITIONAL QUALIFICATIONS/SKILLS**

*List qualifications/skills from the most current to the least current.*

Example: Bilingual – French/English

**TECHNICAL AND SOFTWARE EXPERIENCE**

*List technology and software programs that you are competent in.*

Example: Software programs – Microsoft word

 Assistive Technology Devices

**AWARDS/RECOGNITIONS/PROFESSIONAL DEVELOPMENT CERTIFICATES**

*List awards, recognitions, and professional development certificates from the most current to the least current.*

Example: Seven Habits of Highly Effective People

**VOLUNTEER OR COMMITTEE ACTIVITIES**

*List each volunteer and/or committee activity from the most current to the least current.*

**Elk Island Public Schools**

Elm Street Elementary School 1999 - 2003

Parent volunteer (briefly explain)

**REFERENCES**

List Names and Phone numbers of three current references

First Name Last Name

Relationship to you (supervisor, professor, colleague)

Address

City, Province

Phone Number

References will not be contacted until you are short-listed and interviewed for a position.