

# RESUME SAMPLE

## JENNY JOB SEEKER

20 Anywhere Street New Glasgow, Nova Scotia B2G 1H1  
[jennyseeker@hotmail.ca](mailto:jennyseeker@hotmail.ca) (902) 555-5555

### OBJECTIVE:

A \_\_\_\_\_ position with the opportunity to utilize skills and experience.

### SUMMARY OF SKILLS OR HIGHLIGHTS OF QUALIFICATIONS:

- Strong working knowledge of computers
- Very organized and structured in doing tasks
- Proficient office skills
- Adaptable to different clients and changing situations

Make this section relevant to the job you are applying on. Use the job ad or job description to help you list the qualifications you have and they need.

### WORK EXPERIENCE:

Present tense when still working with the employer and past tense for all other previous employers

The Hospital

#### Office Administration Assistant

- Maintain computerized accounts
- Operate telephone systems to direct calls
- Manage computerized directory listing system

January 2007-Present  
Antigonish, Nova Scotia

Arrange your Headings according to what is most relevant. You may even split your Work Experience to have Relevant Work Experience and Other Work Experience.

A Rockin' Restaurant

#### Kitchen Assistant

- Prepared food items such as sandwiches, soups and cakes
- Washed dishes, pots and pans using commercial dishwasher
- Responsible for setting up tables and placements
- Adhered to all safety regulations

1998 to 2007  
New Glasgow, Nova Scotia

Self-Employed

#### Landscaper

- Weeded and cultivated garden beds manually
- Operated gas powered trimmer and lawn motors
- Repaired, sanded and painted fences

1995 to 1998  
Guysborough, Nova Scotia

### EDUCATION:

The Education section should be before Work Experience if you are a recent graduate.

Nova Scotia Community College-Pictou Campus

#### Office Administration

June 1999  
Stellarton, Nova Scotia

Dr. John Hugh Gillis Regional High School

#### Grade 12

June 1997  
Antigonish, Nova Scotia

You can have additional headings: Volunteer Work, Awards, and Interests

REFERENCES AVAILABLE UPON REQUEST

## COVER LETTER SAMPLE

### Jenny Job Seeker

20 Anywhere Street  
Guysborough, Nova Scotia  
B0H 1N0  
(902) 555-5555



# NOVA SCOTIA WORKS

April 3, 2018

Mr. John Smith  
Director of Human Resources  
Call Centre  
123 Main Street  
Antigonish, Nova Scotia  
B2G 2R8

Re: **Sales Representative Position**

Dear Mr. Smith:

In response to your recent advertisement, I would like to be considered for the position of Sales Representative.

During the past ten years, I have been employed as a Customer Service Representative at Clothes to You Inc., where I supervised and developed personnel and assisted in the facilitation of daily operations. In addition, I have been involved in a number of diverse employment situations, including a self-owned business, in which I successfully utilized various sales techniques, including cold calling, telemarketing and prospecting. As my resume indicates, I have accumulated several years of experience in the development of marketing and sales strategies.

I would enjoy being a part your team and I am available for an interview at your convenience. You may contact me at (902) 555-5555. Thank you in advance for your time and consideration.

Sincerely,

Jenny Job Seeker

## Nova Scotia Works Employment Services Centres



[information@careerconnections.ca](mailto:information@careerconnections.ca)

