



# Wild Rose Career and Employment Services

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

## JOB TARGET:

What kind of work are you looking for.  
(i.e. full time, part time / welder, secretary)

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## TECHNICAL SKILLS:

Skills that would be relevant to the employer – tools used, techniques, years of experience.  
(i.e. Operate cash register / Three years framing experience)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## PERSONAL QUALITIES:

Your work habits, personal strengths.  
(i.e. Reliable / Bondable / Excellent problem solver / Work well with minimal supervision)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**RELEVANT EXPERIENCE:**

(paid work, unpaid work - volunteer work experience, community involvement)

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name & City: \_\_\_\_\_

Duties:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name & City: \_\_\_\_\_

Duties:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name & City: \_\_\_\_\_

Duties:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(Use scrap paper to expand this section)

**EDUCATION / TRAINING:**

Seminars, workshops, college, high school.

(i.e. WHMIS, First Aid, Nursing Degree)

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**ADDITIONAL INFORMATION:**

Optional – use only if needed. This information should be relevant to potential employer.

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## REFERENCES

- Have references on a separate page.
- Be 100% positive that your reference will say GOOD THINGS about you.
- List at least 3 – 4 references (i.e. Professional – supervisor or co-worker / Someone you worked with on volunteer project / Teacher / Clergy person / Family friend).

Name of Person: \_\_\_\_\_

Position Held: \_\_\_\_\_

Company: \_\_\_\_\_

City: \_\_\_\_\_

Business Tel: (    ) \_\_\_\_\_

Name of Person: \_\_\_\_\_

Position Held: \_\_\_\_\_

Company: \_\_\_\_\_

City: \_\_\_\_\_

Business Tel: (    ) \_\_\_\_\_

Name of Person: \_\_\_\_\_

Position Held: \_\_\_\_\_

Company: \_\_\_\_\_

City: \_\_\_\_\_

Business Tel: (    ) \_\_\_\_\_



### Wild Rose Career and Employment Services

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