Name (14 Font)

Address (Street and Avenue in full)

City, BC (leave 2 spaces) Postal Code (capital letters)

Telephone number (and Cell phone number)

E-mail address (Employers *use- make sure it is appropriate****)***

**Objective**

To obtain a work experience which will give me the opportunity to develop and further my skills for

the workplace.

|  |  |
| --- | --- |
| **Education** |  |
|  | LA Matheson Secondary School, Surrey, BC  Currently enrolled in Grade 11 – Humanities Co-op Program  High School Graduation 2015  PE Leadership / Mentor Program |
|  |  |
| **Attributes and Skills** |  |
|  | * Languages – English, French, Spanish and Punjabi * Computer skills: Word, Desktop Publishing and Internet * WorldHost Certified (Customer Service) * Canadian Red Cross Babysitting Certified * St. John Ambulance Basic First Aid Certified * Peer Counselling at LA Matheson Secondary School * Driver’s License (Learners) * Enjoy working and interacting with people |
|  |  |
| **Awards** |  |
|  | * Honour Roll Student 2013 * Student Council, LA Matheson Secondary - 2013 * Student of the Week, LA Matheson Secondary – 2012 * Most Valuable Player, Surrey Baseball Association - 2011 |
|  |  |
| **Work Experience** |  |
| June 2013-Sept 2013 | Sport Chek Sporting Goods, Guildford Town Centre, Surrey, BC  **Sales Representative**   * Priced new items, shipped and received product * Assisted customers * Operated cash register and processed interac and credit cards |
|  |  |
| **Volunteer Experience** |  |
| Oct 2013-Dec 2013 | Animals and Birds Care Home, Surrey, BC  **Caretaker Assistant**  **Work Experience Placement in Humanities Co-op**   * Feeding various birds, cleaning cages * Ensuring the birds are healthy |

**First and Last Name TelephoneNumber / Email**

|  |  |
| --- | --- |
| **Volunteer Experience, cont’d.** | |
| Dec 2012-March 2013 | Surrey Soccer Association  **Referee**   * Referee one or two soccer games on weekends * For boys and girls teams ages 8-12 |
|  |  |
| **Hobbies and Interests** | * Playing soccer and baseball * Drawing artwork * Listening to music |
|  |  |
| **References** |  |
|  | LA Matheson Secondary  Teacher (example – English Teacher)  Phone: 604-588-3418 |