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, BCCurrently enrolled in Grade 11 – Humanities Co-op ProgramHigh School Graduation 2015PE 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 SecondaryTeacher (example – English Teacher)Phone: 604-588-3418 |