

Your Name
Your Street Address
Town, Manitoba, R8N 1J1
Home Telephone: 204 - xxx-xxxx

Job Objective

To secure a full-time summer position, preferably working with the public and/or children.

Education

2006 R.D. Parker High School, Thompson, Manitoba
Currently completing Senior 3 courses (University Entrance Level)

Volunteer Experience

June 2004 - Present

Museum Guide and Interpreter
Thompson Nickel Museum, Thompson, Manitoba

Guided tours, answered questions from public and developed promotional materials.

July - August 2006

Day Care Helper
Little Friends Day Care Centre, Thompson, Manitoba

Assisted staff with special events and field trips.

Special Awards and Achievements

- Member of the R.D. Parker Debating Team 2004 - 06, placing second in Provincial Debating Competition in 2006.
- Participant in Junior Achievement program in 2005 - 06, receiving both the Achiever Award and the Rookie of the Year in 2005 .
- Honour Roll at R.D. Parker High School in Senior 2 and 3. Received Highest Mark Award for Senior 2 English.

Additional Information and Skills

- Excellent Public Relations and Communication Skills:

I have strong writing skills, experience in public speaking, making presentations, preparing displays and brochure development.

- Solid Office and Business Skills:

Typing of 45 wpm, familiar with IBM computers with WordPerfect 6.0 and completed Senior 2 Introduction to Accounting.