

## **Jane N. Smith**

Your Street Address  
Town, Manitoba R0G 0B0

Home Telephone: 204 - xxx-xxxx  
Message Telephone: 204 - xxx-xxxx

### **Job Objective**

To gain full-time employment in the building construction industry.

### **Building Construction Skills**

- Gained hands-on experience on a variety of building projects involving roof repairs, shingling and framing new homes.
- Operated many different vehicles including delivery trucks, fork lifts and loaders.
- Learned basic blueprint reading
- Assisted in the preparation of project estimates.

### **Other Work Skills**

- Performed general office tasks.
- Developed telephone marketing skills.
- Hard working and punctual.

### **Work History**

April - October 2006

**Labourer**

Altona Roofing Services  
Altona, Manitoba

- Assisted project supervisor in removal of existing shingles, roof repairs and installation of new shingles.
- Packaged and delivered project supplies to job site.

November 2005 - March 2006

**Carpenter's Helper**

ABC Builders  
Gretna, Manitoba

- Assisted senior carpenter in the framing of 2 new homes.
- Helped with several home renovation projects.

July - September 2005

**Telemarketer**

Beefy Freeze Inc.  
Winnipeg, Manitoba

- Promoted and sold frozen food products to the public.

### **Education**

2005

Altona High School  
Completed Senior 3

References available upon request.