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# Resume Samples

# SUZY MARTINS

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#101 - 1234 ABC STREET ■ BURNABY, BC ■ V1V 2K3 ■ TEL (604) 123-1234

EMAIL [suzymartins@hotmail.com](mailto:suzymartins@hotmail.com)

## CAREER OBJECTIVE

To obtain a part-time position in the retail industry that will effectively utilize my communication, leadership and organizational skills.

## PROFILE

A motivated and hardworking senior student at Burnaby High School with awards in both athletics and academics. A bilingual individual, fluent in both English and French, with excellent analytical, problem-solving and computer software skills.

## SKILLS AND QUALIFICATIONS

- Team player with excellent communications and interpersonal skills
- Typing speed of 50 wpm
- Energetic with physical athletic dexterity

## WORK EXPERIENCE

July 2005 to present                      Retail Clerk                                      Vancouver, BC  
**Shoe Warehouse Ltd.**

- Greeted clients in a polite and friendly manner
- Suggested shoe styles to clients based on what the client needed
- Took inventory of all shoes and restocked shoes when necessary

## VOLUNTEER EXPERIENCE

April 2004                                      Volunteer                                      North Vancouver, BC  
**Vancouver Sun Run**

- Registered runners for the event and handed out numbers
- Distributed samples from corporate sponsors
- Cheered on the runners at the sidelines and encouraged them to finish the race

## EDUCATION

September 2004 to present              **Burnaby High School**                      Burnaby, BC  
Enrolled in Grade 11  
*Awards:* Honour Roll, Basketball Award  
*Certificate:* St. John's Ambulance First Aid Certificate

## INTERESTS AND HOBBIES

- Snowboarding, basketball, running, reading and playing the piano

## REFERENCES

- Available upon request

# STEW DENT

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## OBJECTIVE

What type of job are you applying for?

## EDUCATION

School Name \_\_\_\_\_ Month and Year you Started – Your Current Year  
*Grade*  
Elective Courses that you are enrolled in \_\_\_\_\_

## HIGHLIGHTS OF QUALIFICATIONS

- Some qualities that you possess
- Some skills that you have
- Some characteristics about you
- Look at the job description to see what qualities you need for the job

## AWARDS & CERTIFICATES

- Did you receive honor roll?
- Did you receive any awards from a sports team that you are a part of?
- Attendance?

## EXTRA-CURRICULAR ACTIVITIES

- Are you enrolled in after school sports or events?
- Do you take any sort of lessons? Piano? Swimming?
- Are you a part of a team?

## WORK EXPERIENCE

**Name of Company, City** \_\_\_\_\_ Month and Year that you started – Month and year you ended  
*Position*  
Duties: Write down all the things you do \_\_\_\_\_

## VOLUNTEER EXPERIENCE

**Name of Event, City** \_\_\_\_\_ Month and Year you started, (write the amount of days)  
*Position*  
Duties: Write down all the things that you did \_\_\_\_\_

## HOBBIES & INTERESTS

- List some things that you are interested in
- Sports?
- Traveling?
- Reading?

## **SAMPLE JOB POSTING**

### **The Bay (Pacific Centre location)**

#### About The Bay

The Bay is the department store retail division of the Hudson's Bay Company. With over 100 locations from coast to coast, the Bay is a full-line department store chain concentrating on fashion merchandise in apparel, accessories and soft home categories, offering high quality merchandise at mid-to-upper price points accompanied by traditional department store services. Committed to delivering excellent value and consistent, reliable service, Bay stores are located in suburban and urban markets, with a strong franchise in the downtown core of Canada's major cities.

#### The Bay - Sales Associate

#### **Position Overview:**

A Seasonal Associate is a customer-focused individual who understands the importance of always being ready to serve the customer. This individual is a team player who has earned the respect of their peers through commitment, partnership and effective communication. Organization, time management and delivering operational standards are required to maintain solid customer relations.

Hbc is looking to hire a Seasonal Associate who can thrive in a dynamic fast paced environment, who is self-motivated, adaptable and decisive - ensuring the best outcome for the customer and the business.

#### **Position Responsibilities:**

- Execute business strategies to deliver upon all departmental objectives
- Carry out responsibilities on the sales floor and be reactionary to customer requests and needs
- Consistently demonstrate appropriate selling behaviours to meet and exceed customer expectations
- Build relationships through regular communication with existing clientele and attracting new clients
- Consistently leverage product knowledge to enhance the service experience and sell the product
- Restock merchandise (Required lifting 10-40lbs / repetitive motion)
- Change of ends for merchandise presentation, as well as responsible for the set up of seasonal changes
- Housekeeping and recovery of area
- Maintenance of planograms

#### **Qualifications:**

- Proven ability to translate your behaviours into an enhanced customer service experience through the achievement of results
- Demonstrated customer focus
- Fast and eager learner

**STEW DENT**  
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## OBJECTIVE

To work for the Bay as a part-time seasonal Sales Associate.

## EDUCATION

Sunset Secondary, Vancouver, BC Sept. '05 - Present  
*Grade 11*  
Focus Courses: Marketing & Textiles

## HIGHLIGHTS OF QUALIFICATIONS

- Exceptional communication skills
- Fast learner
- Energetic and reliable
- Team worker

## AWARDS & CERTIFICATES

- Honor roll for 3 consecutive years (3.5 GPA)
- Received award for most improved student
- First Aid Level I Certificate

## EXTRA-CURRICULAR ACTIVITIES

- A part of school basketball team (defence)
- Black belt in Kung Fu
- Swimming lessons (3<sup>rd</sup> level)

## WORK EXPERIENCE

**Ice Cream Store, Vancouver, BC** June '04 –  
March '07  
*Ice Cream Scooper & Cashier*  
Duties: Served ice cream, provided customer service, handled cash & cleaned up

## VOLUNTEER EXPERIENCE

**Stanley Park Ghost Train, Vancouver, BC** Oct. '07 (3  
days)  
*Student Ambassador*  
Duties: Sold tickets, gave tour & handed out pamphlets

## HOBBIES & INTERESTS

- Fitness & Yoga
- Playing sports: basketball, hockey & soccer
- Traveling, been to: China, Australia & Europe
- Reading science fiction novels

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