

Combination/Skills Format

Use this format if you *don't* have experience for the job / field you're applying to

FirstName LastName

Address, City, Province Postal Code

Phone: 250-123-4567

Email: SampleStudent@email.com

Objective: Seeking a full-time position as (job title) at (company name) .

Highlights

- Currently enrolled in _____ program at North Island College
- *(list other things the employer should know about you)*
-
-

Relevant Skills *(list in order of most important to the job you're applying to. List 2-3 skill sections)*

Food Preparation

- Performed meal preparation duties for lunch and dinner service, assisted chefs as needed
- *(Explain the duties that you performed and try to match what the company is looking for)*
-
-

Teamwork and Leadership

- Worked as an efficient team member and was able to take over cook duties when required
- *(Explain the duties that you performed and try to match what the company is looking for)*
-
-

Work Experience *(list in order of most recent experience to least recent)*

Prep Cook**January – April 2018**

ABC Restaurant, Courtenay, BC

Job Title**Start Date – End Date**

Company, Location, Province (or country if international)

Education *(list in order of most recent experience to least recent)*

Academic Program Name**Currently Enrolled**

Name of School, Location, Province (or country if international)

Academic Program Name**Year you finished**

Name of School, Location, Province (or country if international)

Availability *(for example)*

Anytime Thursday to Sunday. Maximum 20 hours per week

Languages *(for example)*

Fluent in English, Hindi and Swahili, and conversational French.

References – Available upon request