

- Font: Arial or Times New Roman
- Font Size: 12
- Paragraph Spacing Set Before and After: 0
- Line Spacing set: Single
- Margins: Adjust at the end – try to be 1 page, maximum 2 pages

Press the “tab” button to create these spaces. Do NOT use the space bar!

Main Headings: bolded, capitalized and underlined

Sub Heading: bolded and capitized

Ensure text lines up throughout your document

Listing skills: use bullets and ensure they all line up.

- Do not use “I” statements – point form
- If you have no employment, work experience or volunteer experience, do NOT add these heading(s) on your resume

• Hint: Go to “View” and select “Ruler” to help you line up your document

ALEXANDRA SMITH

6151 180th Street Surrey, BC V3S 4L5

604-555-5555

alex_smith@gmail.com

OBJECTIVE

To find a part time cashier position while attending high school.

EDUCATION

2015 - Present

LORD TWEEDSMUIR SECONDARY Surrey, BC
Currently in Grade 10

EMPLOYMENT

2008 - Present

CHILD CARE

Various Employers

Duties: *Looking after young, entertaining and feeding children*

VOLUNTEER WORK

2009 - 2012

CULTURAL DANISH CENTRE, Surrey, BC

Supervisor: Bradley Match

Phone Number: 604-555-5555

Duties: *Waitress/Server, Hostess and Bus person*

CERTIFICATES & SKILLS

- Food Safe Level 1
- Honor Roll
- Super ‘G’ Certificate
- English Poetry Slam 2016 Winner
- Dance & Swimming Team Certificates

INTERESTS

Dance, reading, design language arts, sciences, history and spending time with my family.

REFERENCES

Kim Bakker
Kim Hanson
Elissa Fissher

Manager
Coach
Director

604-555-5555
778-555-5555
604-555-5555

Center, bold, capitalize – can be larger font size (14-20)

Center – full address, one line

center and bold

Centered. Use a professional email address

Press the “Tab” button to continue the line. Ensure all the lines line up at the edge of the page

Supervisor: underline name

Dashes: If using dashes, ensure they are the same size as Word has funny formatting and dashes can be different sizes like – or -

Short description of your duties. Try to use keywords

No brackets around 604

Optional: choose your own border