



Hi, and thanks for downloading this extra package of resumé examples. Each of the resumé examples has similar information, but the formats are quite different. Take care to notice the small details, such as word choice and sentence structure, use of colour, and layout. Take the pieces you like and apply them to your own resumé to make it look more personal.

Of course, be clear and make strong connections between your work experience, your educational history, and the job that you want to get. These examples have been written with a very general style that should work for most job hunters.

I hope these examples help you get some ideas. Your resume should reflect you as a person, so don't be afraid to show yourself off! For more information, including details on cover letters, what the boss thinks when they see your application, and my Canadian Business English Handbook, check out my webpage at [d5e.ca](http://d5e.ca). Thanks!

# Dave Henderson

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## PROFILE

A licensed architect with experience designing bridges, golf courses and residential towers seeks an internship in Vancouver-based design firm. An extensive online portfolio, including both pre-construction drawings and photos of completed work, can be found at [www.myportfolio.com](http://www.myportfolio.com).

## EXPERIENCE

### **Lead Designer, 123 Construction, Vancouver, Canada** **2010-present**

While managing a team of six, controlled costs, ensured safety protocols were met, and created the overall image of several residential buildings. Used Excel, AutoCAD and Word to relay aspects of the design process to clients internationally. Made presentations to financial supporters about projected and actual costs. Reduced client lead time by 31% by implementing automated design processes.

### **Architect, superbuiding design, Vancouver, Canada** **2009-2010**

Drafted plans for two bridges under contract tho the BC Ministry of Transportation and Highways. Successfully submitted tenders for repairs to Smalltown International Airport's runways and terminal buildings. Carried out quantity surveys for a variety of third-party contractors for earthquake-proofing local historical structures.

### **Waiter, We Like It Restaurant, London, England** **2009**

Greeted guests, took orders, and handled cash at a 50-seat boutique restaurant. Created wine lists and suggested pairings to guests. Followed government safety protocols regarding food storage and handling.

### **Assistant designer, Waggs Interior Design, Vancouver, Canada** **2007-2009**

Helped clients to realize interior design plans for a pet daycare, tested building materials for durability, created Excel spreadsheets for quantity and cost, and presented test results to supervisors.

### **Fry Cook, MacIvor's Burgers, Vancouver, Canada** **2005**

As part of a team of four, surveyed guests about their food preferences at a fast-food restaurant. Designed a menu based on these findings, resulting in a cost savings of 16% to the establishment.

### **Janitor, PSA Interiors, Vancouver, Canada** **2004-2005**

Cleaned and sanitized crime scenes, rehabilitated interiors and prepared buildings for resale following criminal investigations. Documented evidence discovered and followed hazardous materials disposal protocols.

## EDUCATION

Super English School, Vancouver, Canada, 2013-present

Internship Certificate, including classes on reading, grammar, Canadian culture, and English grammar.

London Architecture School, London, England, 2009

Building Master Diploma, where courses discussed statistics, accounting, drafting, and principles of design.

## SKILLS

Fluent in English and Esperanto. Member of Canadian Architects' Guild since 2009. Strong computer skills include familiarity with CAD, Microsoft Office, Photoshop, and Mac OSX. Possessed a CPR A certificate since 2006, and Industrial First Aid since 2010 continuously.

from the desk of

# DAVE HENDERSON

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## Profile

An experienced programmer, familiar with COBOL, Ruby on Rails, Python, Perl, and the Cocoa environment, seeks an internship with a mobile app development company.

## Experience

### **App Designer, Portable Fun Development, Vancouver, Canada, 2011-present**

Led a group of four to design and build mobile games for both the iOS and Android platforms based on industry trends. Included rotatable advertising content, increasing profitability by 36%. Created company-wide standards of appearance, functionality, and accessibility for disabled customers.

### **Lead Programmer, Safe Bank, Vancouver, Canada, 2009-2011**

As the head of a team, created an online banking site with national clients. Followed industry-wide best practices to design and use up-to-date security and auto-update capabilities. Delivered the final project on time and 11% under budget while simultaneously meeting all of the client's requirements.

### **Freelance Web Developer Vancouver, Canada, 2006-2009**

Created websites for a variety of personal, artistic, and corporate clients using HTML, PHP, and Flash. Integrated blogs, online sales, and video podcasting when needed. Applied SEO techniques to raise the websites' profile in search results.

### **Salesman, Compute the Youth, Vancouver, Canada, 2005**

Sold Windows-compatible PCs to the general public, focusing on family computing solutions. Helped assess customers' software needs and recommended suitable products.

## Education

Super English School, Vancouver, Canada — Business Diploma, 2013

Courses covered English writing, reading, and pronunciation, as well as business language.

Bombe University, Vancouver, Canada — Bachelor's of Computer Science, 2008-2012

Topics included hardware and software design, programming in C#, statistical analysis, philosophy, and sociology.

## Skills

Won "Best New Developer" award from the American Software Makers' Association in 2011.

Presented at Computer Expo 2011 on the topic of "Creating a Pleasant User Experience."

Basic knowledge of computer generated animation and accounting. Strong knowledge of leadership, time management, and teambuilding. Fluent in English and Inuktitut.

## Referrals

Professional references are available upon request. The game "Super Woman Man," created at Portable Fun Development, is currently #7 on the iTunes sales charts - <http://url.com/SwmPfd>



## Dave Henderson

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### Profile

A professional photographer with experience in architecture, nature, fashion, magazine and advertising projects seeks an internship with a multimedia company in Vancouver. An online portfolio with details and examples of all aspects of past work is available at [www.myportfolio.com](http://www.myportfolio.com)

### Experience

**LEAD PHOTOGRAPHER, SUPER SHOTS INTERNATIONAL, VANCOUVER, CANADA, 2010- PRESENT**  
Traveled internationally for beachwear shoots, reduced processing time of company work by 8% by implementing new work policies, won two awards for photo composition from Funk! Magazine.

**FREELANCE PHOTOGRAPHER, VANCOUVER, CANADA, 2009-PRESENT**  
Successfully obtained contracts to shoot fashion shows, private events, and celebrations for a variety of local clients, including James House Collections Bridal Wear.

**DEVELOPER, QUICKY PHOTOS, VANCOUVER, CANADA, 2008**  
Developed and printed photographs for a variety of local artists using different creative techniques. Disposed of chemicals in accordance with local ordinances. Handled cash, took orders and met customer deadlines.

**STOCKER, SUPER TASTY MARKET, VANCOUVER, CANADA, 2007**  
Maintained appropriate quantities of products on the shelves, cleaned the aisles, and recycled delivery packaging in order to meet the Green Delivery status of the shop.

**CHILDREN'S ART TEACHER, GREATKIDS DAYCARE, VANCOUVER, CANADA, 2006**  
Created and taught a 3-week summer course in basic painting techniques to children six to nine years old. Emphasized creativity, accuracy, and art history via lessons in person and on the internet.

### Education

Super English School, Vancouver, Canada - English Language Certificate, 2013 to present.  
Coursework covered grammar, syntax, and business English, graduated with 98% average.

Shoot Me Now, Vancouver, Canada - New Photographer Certificate, 2008  
With professional equipment, developed skills focusing on nature and commercial photography.

### Skills

Completed one-day training courses in camera use by Canon, Pentax, and Nikon. Member of Canadian Great Photographers Association since 2008. Fluent in English and Salish. Received "Photoshop Master" prize from Whoseywhatzit Photo Competition in 2010. Extensive experience with Photoshop and other image editing programs on the Windows platform.

### Referrals

A variety of professional references, including ones from fashion, artistic, and commercial projects, are available upon request.



# Dave Henderson

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## Profile

An enthusiastic team player with extensive experience in a variety of clerical positions seeks an internship with a management company in Vancouver.

## Experience

Receptionist, Lucre Bank, Vancouver, Canada 2010-present  
Controlled access to and appointments with executives, recorded minutes of company and shareholder meetings, handled discreet inquiries for financial clients from a variety of business backgrounds. Wrote and distributed weekly business communication plans using Microsoft Office.

Data Entry Clerk, Knowledgebase Records, Vancouver, Canada 2007-2009  
Entered upwards of 350 pages per day of scientific data, ensured confidentiality of documents, and supervised secure destruction of expired files. Handled client requests for access and created safety procedures in the warehouse. Specified technical requirements for off-site records access.

Personal Assistant, Temp Staffing, Vancouver, Canada 2007  
Made appointments for busy executives, followed up on telephone inquiries, and scheduled meetings. Contributed to a savings of 21% in company travel costs by suggesting four new procedures that were carried out off-site.

Communications Writer, ABC Management, Vancouver, Canada 2006-2007  
Answered customer requests in a timely fashion using email and postal responses, delegated telephone inquiries to appropriate departments, coordinated delivery of promotional materials for a consulting firm with over 120 clients.

Assistant, Paper Bag Lunches, Vancouver, Canada 2005  
Designed a work-week around several employees in different time zones, printed documents for team members, and coordinated task delegation for trainees.

Secretary, Open Door Technology, Vancouver, Canada 2004  
Responded to in-person inquiries, scheduled appointments, and handled intra-office mail.

## Education

Talkalotta English School, Vancouver, Canada - Go Talk! certificate, 2013 to present  
Courses covered speaking, pronunciation, writing, and English word history.

Technical College of Bigtown, Vancouver, Canada - Beginner Business Diploma, 2007-2009  
Material discussed included accounting procedures, human resources, statistics and computer skills.

## Skills

Tested typing speed of 95 wpm, strong familiarity with Microsoft Office Suite, fluent in English and Latin, PowerPoint Technician certificate from 123Go! Business College. Familiar with many common business software packages, including Microsoft Office, Photoshop, Quickbooks, and Simply Accounting on the Windows and Macintosh platforms. Received a WorldHost Certificate in customer service from Tourism BC.