

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### Summary of skills

(Skills, Licences, Certifications eg. Cash Handling, Assembly Worker, General Labour, Bilingual...)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

### Work/Volunteer History

(List Duties/Responsibilities/Accomplishments)

COMPANY NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ (Month, Year)

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ (Month, Year)

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ (Month, Year)

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ (Month, Year)

\_\_\_\_\_

\_\_\_\_\_

### Education/Training

Last Grade Completed: Grade \_\_\_\_\_

High School Attended: \_\_\_\_\_

### Post Secondary

Diploma \_\_\_\_\_

School Attended \_\_\_\_\_

### Did you receive training in?

- WHMIS/Health & Safety
- First Aid/CPR
- Smart Serve
- Customer Service/Hospitality
- Fork Lift/Equipment Training
- Computer/Software Use
- Quality/Management
- Other \_\_\_\_\_

**The better you know yourself, the easier to promote yourself! Use more paper as required!**

# EMPLOYMENT RESOURCE CENTRE

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**5 Charles Street  
Gananoque  
(Mon-Fri: 8:30-4:00 pm)  
(613) 382-8942**

**23 Abbott Street  
Brockville  
(Mon-Fri: 9:00-4:15 pm)  
(613) 341-9550 ext 3374**

**360 King Street, W.  
Prescott  
(Mon-Fri: 8:00am-4:00 pm)  
Closed Daily noon -1:00 pm  
(613) 925-0001 ext 4007**

## **What you need to do to be prepared!**

- ➔ Bring a copy of your most current resume or complete the attached form in as much detail as possible.
- ➔ Expect to spend at least an hour developing your resume, it is your most important job marketing tool.
- ➔ Resource attendants are available to assist you.
- ➔ Ensure that you can get a computer and assistance if required by booking an appointment in advance.

## **What we offer!**

The Employment Resource Centre offers job seekers almost everything you need to conduct an effective job search. Some of the resources available are:

- |  |                                      |                               |
|--|--------------------------------------|-------------------------------|
| ★ Computer Access                              | ★ Daily Newspapers                   | ★ Career Exploration Software |
| ★ Internet Access                              | ★ Job Search Tips                    | ★ Labour Market Information   |
| ★ Career Information                           | ★ Fax Access                         | ★ Resume Writing Software     |
| ★ Photocopy Access                             | ★ Local Telephone Access             | ★ Open Week Days              |
| ★ Assistance with Resumes<br>and Cover Letters | ★ Knowledgeable and<br>Helpful Staff |                               |

## **Resource Library**

Excellent books available on relevant topics i.e.: Resume Writing,  
Cover Letters, Job Search Techniques & Interview Skills.