

Assignment - Updating Your Résumé

Now that you have successfully completed the Cooperative Education course, it is time to update your résumé. Recall that at the beginning of the semester, you developed a résumé that listed your skills, education, work experience and interests. The purpose of that résumé was to help you obtain a job for coop.

Retrieve your résumé and make the changes listed below. Use the sample résumé included on the next page as a guideline.

1. Under the "Skills" section of your résumé, add two to three new skills you developed at your coop placement. If you are unsure how to describe the skill, search the Internet for the correct and most suitable terminology.
2. Under the "Education" section, insert a phrase indicating that you successfully completed the Cooperative Education course within the high school listing. Make sure to indicate the year.
3. Under the "Work Experience" section, add your cooperative education experience. Indicate your place of employment and list three to five tasks you did at your job. It is important you specify that this was a cooperative education experience and not a paid job.
4. Under the "References" section, list the name of your supervisor, his/her title, the workplace and the workplace phone number.
5. Lastly, add any other significant changes to your résumé. This might include a change of address if you moved. Perhaps you did some volunteer work this semester. Maybe you have started a new job.

Once your résumé is complete, you should read it over carefully. Make sure that there are no spelling errors and that the grammar is correct.

Hand the new résumé in to your teacher.

Sample

A new, revised résumé with greyed areas indicating changes:

Ima Student
6 Elm Avenue
Chatham, ON N7L 1G3
Home: 111.111.1111 Cell: 766.444.4444
imastudent@gmail.com

OBJECTIVE

To obtain a weekend part time position in a retail store that sells music, books or sporting supplies.

SKILLS

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research
- Able to operate a Point-of-Sales register
- Trained in customer service
- Capable of working well in a team environment

EDUCATION

Ursuline College Chatham

2006 – Present

- Successfully completed Cooperative Education course 2009
- Earned Grade 10 Mathematics Award 2007
- Honours student, 2006 - 2008

WORK EXPERIENCE

Franklin's Lawn & Garden Services, Chatham ON

2004 - Present

- Assist family business to provide lawn and yard care services for 25 neighbourhood homes bi-weekly.
- Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighbourhood monthly.

Chuck's Sodas & Pizza, Chatham ON

2009

Cooperative Education Work Placement

- Restocked condiments, napkins and maintained a clean counter.
- Provided customer service for food orders.
- Operated cash register.
- Worked with staff to coordinate general kitchen duties

VOLUNTEER & COMMUNITY

Heart and Stroke Foundation, Neighbourhood Collector - 2009

Big Kids Society - 10 hours monthly

5K Walk with family - October 2004, 2005, 2006

INTERESTS

Community Basketball League - Most Improved Player Award 2001

REFERENCES

Ima Boss, Manager of Chuck's Sodas & Pizza, Chatham

(519)111-1111