

### **Additional Qualifications / Skills:**

- Using bullet points, I have included things like swimming lessons, First Aid/CPR training received, Lifeguarding, speak another language, computer skills etc.,

### **Awards:**

- Using bullet points, I have included any awards that I received along with the dates that I received them (example: Honour Roll, Athletic awards etc.,)
- I have included things like being Captain of sports team or the secretary of a club (anything where you have taken a leadership role)

### **Activities/Future Goals:**

- I have included activities that I enjoy doing such as sports and clubs (should be able to show that you are a well rounded individual).
- I have shared what my future goals are

### **References:**

- I have noted in italics at the bottom of my resume and centered on the page, that "References are Available Upon Request"

### **Proofread:**

- I have proofread my Resume to ensure that there aren't any spelling or grammatical errors
- I have had someone else (teacher, peer, parent) read over my resume and provide me with feedback on what I can improve.
- I have edited my work and created a polished, finished product that I will be proud to send out to future possible employers.

### **Printed Resume:**

- I have printed out my resume for myself
- I have provided my teacher with a copy of my resume
- I will print out my resume on nicer paper to bring with me to my interviews