

Victoria Native Friendship Centre
RESUME INFORMATION FORM

PERSONAL INFORMATION:

Name: _____ Phone: _____
Address: _____ City: _____
Prov.: _____ Postal Code: _____ Message #: _____

EMPLOYMENT EQUITY STATUS:

First Nations Metis Handicapped Visible Minority

OBJECTIVE:

WORK EXPERIENCE: ☆ Starting with your most recent job, list all employment up to ten years. ☆
**List at least 3 duties if possible*

Start Date: _____ End Date: _____
Month Year Month Year
Employer: _____ Position: _____
City: _____
Duties: _____

Start Date: _____ End Date: _____
Month Year Month Year
Employer: _____ Position: _____
Duties: _____

Start Date: _____ End Date: _____
Month Year Month Year
Employer: _____ Position: _____
Duties: _____

VOLUNTEER EXPERIENCE: Starting from your most recent list any volunteer work you have done.

Start Date: _____ End Date: _____
Month Year Month Year
Volunteered at: _____ Position: _____
Duties: _____

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VOLUNTEER EXPERIENCE CONTINUED**

Start Date: _____ End Date: _____
Month _____ Year _____ Month _____ Year _____

Volunteered at: _____ Position: _____

Duties: _____

EDUCATION: The highest grade completed, also any training courses or programs you have completed.

School/College/University: _____
Program: _____ Year completed: _____

Received: Certificate Diploma Degree

School/College/University: _____
Program: _____ Year completed: _____

Received: Certificate Diploma Degree

SKILLS & ABILITIES: List any other skills that you would like known.

HOBBIES / INTERESTS: (Optional) Things you would like a prospective employer to know.

REFERENCES:

List those people who would be employment or educational references that a prospective employer may contact to ask about you.

#1 Name & Position: _____
Work Place: _____ Phone: _____

#2 Name & Position: _____
Work Place: _____ Phone: _____

#3 Name & Position: _____
Work Place: _____ Phone: _____