

LifeWorks

20S

JOB SEEKING, JOB MAINTENANCE

JOHN DOE

Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design apparel print for an innovative retail company

EDUCATION:

UNIVERSITY OF MINNESOTA

College of Design

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.93, Dean's List
- Twin-cities Iron Range Scholarship

City, State

May 2011

WORK EXPERIENCE:

AMERICAN EAGLE

Sales Associate

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my trend awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process shipment to increase my product knowledge

City, State

July 2009 - present

PLANET BEACH

Spa Consultant

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single handedly running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

City, State

Aug. 2008 - present

HEARTBREAKER

Sales Associate

- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to see unsuccessful merchandise in a retail market
- Offered advice and assistance to each guest

City, State

May 2008 - Aug. 2008

WORK PACKAGE 11

TUESDAY MAY 26TH

Lifeworks tasks:

Following up on last week's work package, I have included a "True or False" quiz, with Answer key, for you to check your knowledge of the Manitoba Labour Standards. You can complete the quiz then check your answers. This is an assignment that you do not have to hand in. I would like you to keep it at home. I do not need to see your results, its more for you to "quiz yourself".

Today's lesson looks primarily at resume writing and what parts are involved in a well written resume.

- Unit 4 Lesson 4: "The Resume": Looks at the parts or sections of a resume and what to include information-wise in each section. Read through it and make notes of things you would want to include in writing your own resume.
- Assignment 4 – Resume Worksheet: This resume assignment is worth 12 marks; 2 marks for each section you fill in. The instructions are in the lesson 4 notes however, it is a simple assignment as you just fill in the blanks on the lines. Simply fill in the blanks as best you can and from that you have the paragraphs for a real resume. Today you are just completing this assignment and next week we will try writing a real resume that you could use to get a job this year or next. This assignment will help to guide you through the steps of writing out the parts of a resume correctly.

In this work package I am including two other documents: 1, "Job Search Presentation" and 2, "Resume and Cover Letter Presentation". These two documents are put out by Youth Services Manitoba which help young Canadians find jobs and learn the skills to effectively search for jobs and present well in interviews through well written resumes and cover letters. I am also including here two video links put out by the Youth Employment Services of Manitoba. These videos have information similar to the handouts and have more explanations and more information on the subject of searching jobs and on writing resumes and cover letters.

Resume and Cover Letter Presentation:

<https://www.youtube.com/watch?v=DbuChFwp99o&t=blai>

Job Search Presentation:

<https://www.youtube.com/watch?v=LMoNAucWES4&t=>

Feel free to use whatever resources you like to familiarize yourself with resume and cover letter writing, the documents, the videos or other materials you may come across will be helpful in the tasks coming ahead next week.

<u>Lesson #</u>	<u>Possible dates for completion</u>
<u>Unit 4 Lesson 4 Resumes</u>	June 1
Assignment 4 – Resume Worksheet:	June 2

As you continue to work through these work packages, please keep your notes at home!

Please remember to put your full name, First and Last name on assignments. Thank you.

If you have any trouble completing this assignment don't hesitate to contact me.

At school – Phone: (204) 367-2296

At Home – Phone: (431) 808-0816

Email: **M. Puranen** at kpuranen@sunrisesd.ca