

*Sample Résumé 1: University or High School Student*

Your Name  
Street Address  
City, Province/Territory, Postal Code  
Telephone: (Area Code) Phone Number  
Email Address

Date

*Career Objective*

I want to combine my passion for music and my formal education to build a lifelong career in the music industry.

*Education*

2008 – Present: Completing an Honours B.A. in Marketing, University of Ottawa

*Accomplishments and Awards*

Founder and president, Heritage Club, University of Ottawa  
Grade 12 Honours Roll, St.Peter High School

*Volunteer Experience*

Manager/Talent Booker, Binders Student Pub, University of Ottawa  
Sound and Lighting Technician, St.Peter Theatre  
Volunteer Coordinator, St.Peter Fiddlin' Days Musicfest  
[You might add a sentence or two under each experience to describe the activities]

*Work Experience*

2008 – Present: Sales Clerk, Musicmart, Ottawa  
2009: Co-op Placement, Rainbow Artist Agency, Toronto  
2006 – 2009: Roadie and soundperson for several local bands  
[You might add a sentence or two under each experience to describe the activities]

*Other Skills*

Fluent in written and oral French and English

*Interests*

Collecting old guitars, skating, video games

References available upon request

## ***Sample Résumé 2: Artist or Other Cultural Sector Worker***

Your Name  
Street Address  
City, Province/Territory, Postal Code  
Telephone: (Area Code) Phone Number  
Email Address

Date

### *Career Objective*

To strengthen my museum management and leadership abilities by working as an assistant manager in a mid-sized museum. One day, I hope to work with my community to develop a museum focusing on our traditional heritage.

### *Education*

2002 – 2006: B.A. in Indigenous Studies, Saskatchewan Indian Federated College  
1999: Grade 12 Diploma, Fort North High School

### *Employment History*

2008 – Present	Inuit Community Corporation, Heritage Officer Conducted research and consultations to develop and implement a heritage artefacts policy for the Corporation; coordinated responses to heritage issues raised by land claims, environmental assessments, and other activities affecting the Inuit people in the north.
2006 – 2008	Northern Delta History Project, Interviewer Part of a team that designed and undertook interviews of Elders in Northern Delta communities to preserve their language and heritage; researched related issues; transcribed the interviews, and wrote up stories for publication.
2000 – 2002	Arctic Winter Games, Cultural Activities Coordinator Developed cultural programs for each annual Arctic Winter Games; varied focus as location changed from year to year; produced week-long program to coincide with annual event; started as assistant, and became co-ordinator in second year.

### *Other Skills*

Fluent in Inuktitut and English

### *Interests*

Listening to music, hunting, and sewing traditional clothing

References available upon request

### ***Sample Résumé 3: Worker in Transition from Another Sector***

Your Name  
Street Address  
City, Province/Territory, Postal Code  
Telephone: (Area Code) Phone Number  
Email Address

Date

#### *Career Objective*

To combine my interest in dance with my business skills to move into a career in performing arts administration.

#### *Highlights of Qualifications*

Familiar with business and financial planning  
Proficient in MS Word, spreadsheets and ACCPAC  
[You might add a sentence or two under each qualification that describes your specific skills and any relevant training]

#### *Volunteer Experience*

Lower Mainland Dance Umbrella, Board member  
New Canadians Theatre Company, usher and front-of-house coordinator  
New Years Dance Festival, volunteer  
[You might add a sentence or two under each experience to describe the activities]

#### *Employment History*

2009-present	AAA Manufacturing, Manager of Finance and Administration
2006-2009	AAA Manufacturing, Financial Administrator
2004-2006	Western Wood Products, Bookkeeper
2001-2004	ABC Department Store, Accounts Receivable Clerk (part-time)
1999-2001	Smart Look Clothing, Retail Sales (part-time)

[You might add a sentence or two under each experience to describe the activities]

#### *Education*

2004	West Coast Community College, Diploma in Business Administration
2000	Vancouver Quadra High School, Grade 12 Honours Diploma

#### *Interests*

Modern dance, travelling, cooking

References available upon request