Resume Outline

PERSONAL INFORMATION

Name: _____
Address: _____
City/Town: _____ Postal Code: _____
Telephone: _____ Cellular: _____
Email Address: _____

SKILLS AND ABILITTIES: Check off any of the following that apply:

_☐_ Money Management Skills
_☐_ Staff Supervision Skills
_☐_ Honest
_☐_ Sefl Disciplined
_☐_ Organized
_☐_ Customer Service Skills
_☐_ Safety Tickets (First Aid, CPR, AED, WHMIS, TDG, H2S Alive, Confined Space)
_☐_ Valid Driver's License
_☐_ Reliable
_☐_ Able to work Shift work
_☐_ Physically Fit
_☐_ Multi-tasking Skills
_☐_ Computer Skills

EDUCATION

Grade: _____
Name of School: _____
City: _____
Year: _____

WORK EXPERIENCE (Most Recent)
Job Title: _____ City: _____
Company Name: _____ Date of Employment: _____
Duties:_____
_____
_____

WORK EXPERIENCE
Job Title: _____ City: _____
Company Name: _____ Date of Employment: _____
Duties:_____
_____
_____

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WORK EXPERINCE
Job Title: _____ City: _____
Company Name: _____ Date of Employment: _____
Duties:_____
_____
_____

VOLUNTEER EXPERIENCE:
_____
_____

INTERESTS AND HOBBIES: Things you enjoy outside of work:
_____
_____

REFERENCES:
Name: _____ Title: _____
Company: _____ City/Province: _____
Phone number: _____

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Name: _____ Title: _____
Company: _____ City/Province: _____
Phone number: _____

REFERENCES:
Name: _____ Title: _____
Company: _____ City/Province: _____
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MOOSOMIN
FIRST NATION

Your Privacy
Moosomin First Nation collects the information on this form to deliver to Human Resources and confirm your eligibility. Only the staff who run this program will see it. We will not share it outside Moosomin First Nation without your written consent, unless the law requires it. We store your form securely and keep it only as long as the program needs it. You may ask to see or correct your information at any time. Read our full Privacy Policy at moosomin.ca or call (306) 386-2206.