

Jane Doe
123 Cook Street
Simcoe-Town, ON
L4J H4P
(705) 555-1234
janesyourgirl@hotmail.com

Education and Training

September 2006 – present St. **** Catholic High School, Simcoe-Town, Ontario
Currently finishing grade 12
Have taken 2 Hospitality and Tourism courses
Received training in WHMIS, Proton and Smart Serve

Work Experience

January 2008 – present Samantha's Clothes Hut, Simcoe-Town, Ontario

- Worked on cash
- Completed inventory
- Provided customer service
- Assisted in stock turnover

Volunteer Experience

March 2010 Participated in St. **** Catholic High School's 24 hour Famine Fundraiser

2006 – 2010 Babysat for my neighbour Mrs. Jackson, three children under the age of six

References

Mr. Micado, Hospitality Teacher, St. ***** Catholic High School (705) 555-5678
Mrs. Jackson, Personal Reference, Simcoe-Town, ON (705) 555-2345
Samantha Grieg, Owner – Samantha's Clothes Hut, Simcoe-Town, ON (705) 555-3456