

**Jane Doe**  
**123 Cook Street**  
**Simcoe-Town, ON**  
**L4J H4P**  
**(705) 555-1234**  
[janeyourgirl@hotmail.com](mailto:janeyourgirl@hotmail.com)

**Education and Training**

September 2006 – present      St. \*\*\*\* Catholic High School, Simcoe-Town, Ontario  
Currently finishing grade 12  
Registered in the Special High Skills Major – Hospitality and Tourism

2008/09      CPR, Level A  
Standard First Aid  
Basic Health and Safety  
WHMIS

2009/10      Proton – Advanced Safe Food Handling  
Smart Serve  
Service Excellence

October 2009 – January 2010      Georgian College  
Introduction to Baking college course from the Culinary Program

June 2010      Participated in the Skills Competition and Georgian College for Hospitality and Tourism

**Work and Co-op Experience**

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

- Worked effectively as a team member
- Used problem-solving skills in dealing with customers, and in the performance of my duties
- Developed strong communication skills while dealing with customers and working with co-workers
- Duties performed: Worked on cash, assisted in inventory and stock turnovers, general customer service

February 2010 – present  
Co-op Placement      Le Bon Bistro, Simcoe-Town, Ontario

- Worked as part of a team while assisting in culinary duties such as prep work, cooking, specialty baking, and serving
- Involved in problem solving to meet deadlines and customize orders
- Communicated effectively with team members and customers
- Worked part-time after school and on weekends when extra help was needed

**Volunteer Experience**

September 2008      St. \*\*\*\*\* Catholic High School Special Events

- Worked effectively as a team member to assist in the catering for special events at the school
- Developed strong communication skills in determining needs for the event and delivering those needs
- Worked creatively to stay within a set budget to deliver the hospitality needs for each event, and to solve problems as they arose
- Duties performed: promotion for events, prep work, cook and bake for the event, act as server and bussing duties during and after the events

**References**

Tim Jones, Owner, Le Bon Bistro, Simcoe-Town, ON (705) 555-2312  
Mr. Micado, Tech Teacher, St. \*\*\*\*\* Catholic High School (705) 555-5678  
Chef Kristy Goode, Georgian College, (705) 555-8754  
Samanta Grieg, Owner Samantha's Clothes Hut, Simcoe-Town, ON (705) 555-3456