

Sample Combined resume for a youth seeking full-time employment.

Robin N. Klassen

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Job Objective

To gain full time employment in the building construction industry.

Building Construction Skills

Gained hands-on experience on a variety of building projects involving roof repairs, shingling and framing of new homes. Operated many different vehicles including delivery trucks, fork lifts and loaders.

Learned basic blue print reading.

Assisted in the preparation of project estimates.

Other Work Skills

Performed general office tasks.

Developed telephone marketing skills.

Hard working and punctual.

Work History

April - October 1994

Altona Roofing Services

Labourer

Altona, Manitoba

- Assisted project supervisor in removal of existing shingles, roof repairs and installation of new shingles.
- Packaged and delivered project supplies to job site.

November 1993 - March 1994

ABC Builders

Carpenter's Helper

Gretna, Manitoba

- Assisted senior carpenter in the framing of 2 new homes.
- Helped with several home renovations projects.

July - September 1993

Beefy Freeze Inc.

Telemarketer

Winnipeg, Manitoba

- Promoted and sold frozen food products to the public.

Education

1993 Altona High School
Completed Grade 11

Altona, Manitoba

References available upon request.