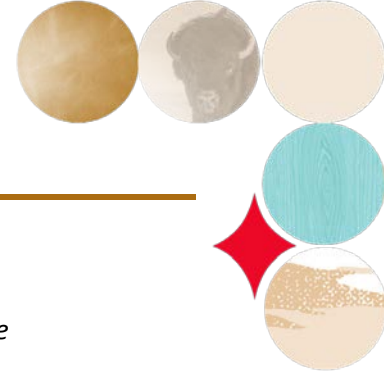


# SIGA

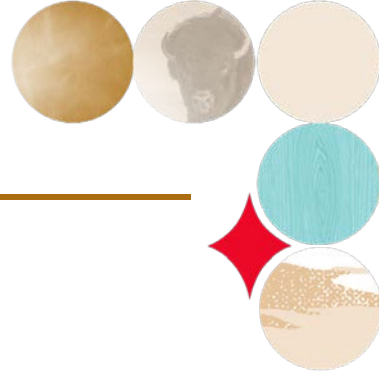
## Human Resources Planning



### RESUME SAMPLE:

*This sample is to be used as a guide. Please adjust your resume to the requirements of the position you are applying too. Keep your resume updated.*

<b>MIREILLE LAWRENCE</b>		<b>Comment [D1]:</b> Use your legal name
114- 303 Lowe Road, Saskatoon, S2P 4L0	306-949-2684	mireille.lawrence@gmail.com
<b>SUMMARY</b>		<b>Comment [D2]:</b> Make sure to use an active phone number and if the number gets disconnected notify the employer to let them know. Your voice mail message should be professional because you are applying for positions in a professional environment
I would like to be the successful candidate for the Guest Services Representative position at SIGA. I am an out-going enthusiastic individual with one year customer service experience. I have excellent communication skills and I am adaptable to change.		<b>Comment [D3]:</b> Create and use a professional email. First Name.Last Name @gmail.com
<b>EDUCATION</b>		<b>Comment [D4]:</b> Optional: When customizing your resume you can state the position and the company. Highlight the skills that are relevant to this position.
Diploma in Business Administration		2018
Saskatchewan Indian Institute of Technology		
Saskatoon, SK		
ABE 12		2016
Saskatchewan Indian Institute of Technology, Saskatoon, SK		
<b>RELATED TRAINING</b>		<b>Comment [D5]:</b> List relevant education in chronological order. State highest level of education completed
Leadership Training		2019
Managerial Certificate		2017
Fintrac Advanced		2018
<b>TRANSFERABLE SKILLS</b>		<b>Comment [D6]:</b> Related Training is any type of training that is not academic and is relevant to the position that you are applying for. You can list SIGA training under this heading.
Administrative Skills		<b>Comment [D7]:</b> Some training may be called a "certificate" this type of short term training is not accredited through an academic institute, this would fall under Related Training because it maybe a workshop, seminar or 3-5 day training.
<ul style="list-style-type: none"> <li>Administrative experience including: data entry, filing, telephone etiquette</li> </ul>		<b>Comment [D8]:</b> Transferable skills can be listed below
Computer		
<ul style="list-style-type: none"> <li>Microsoft Office (Word, Excel, PowerPoint, Outlook)</li> <li>Create organized databases, spreadsheets, and communication packages</li> <li>Keyboarding 35 wpm</li> </ul>		
Interpersonal Skills		
<ul style="list-style-type: none"> <li>Excellent communication written and verbal</li> <li>Works well independently and within a team</li> </ul>		



### RESUME SAMPLE (continued)

#### EMPLOYMENT EXPERIENCE

**Customer Service Representative** Jan 2016- August 2178

Clerk

Regina, SK

Taking in-bound calls

- Assisted customers clients with payments
- Troubleshooting
- Data entry

**Comment [D9]:** Alternate headings: Work History, Work Experience  
Employment Experience should show relevant work experience for the position (but is not limited to).

#### VOLUNTEER

SIIT Student Ambassador 2018

FSIN Pow-wow 2017

Culture & Diversity Committee 2016

**Comment [D10]:** List work experience in chronological order and list: Job title, dates employed, company name, location, list duties and responsibilities.

**Comment [D11]:** Other headings: Related Experience. Volunteering may not be a paid position but is valuable because you acquire skills and also gain experience.

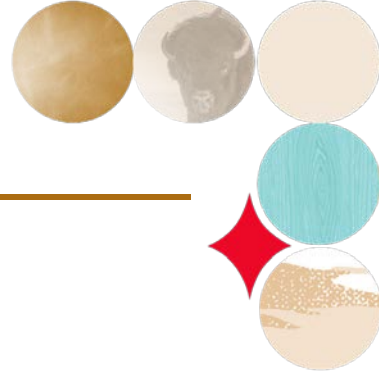
#### MEMBERSHIPS

Certified Human Resources Professional  
Chartered Professional Accountant  
Red Seal Designation – Chef, Carpentry, Electrician

#### Activities

- Sports: volleyball, pow-wow dancer–jingle
- Hobbies: travelling, hiking, singing, reading
- Arts and Crafts: beading, making jewelry, moss-bags, moccasins, star blankets

**Comment [D12]:** Many employers carefully review this section for the behavioral evidence of required knowledge, skills and attitudes – for example:  
• Skills: teamwork; leadership; communication, organizing  
• Attitudes: responsible, organized, flexible, motivated



### RESUME SAMPLE (continued)

#### REFERENCES

**Comment [D13]:** Purpose of references are:  
1. To verify previous employment and experience  
2. To see how you performed and behaved in your position  
3. To see if you would be a good fit for the position

**Erin Dale**  
Administrative Assistant  
Saskatoon Open Door Society  
306.653.4464  
[erindale@sods.sk.ca](mailto:erindale@sods.sk.ca)  
Relationship: Supervisor for volunteer work at Saskatoon Open Door Society

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**Robert Michaels**  
Manager of Customer Services  
Star Tek  
306.949.2868  
[Robert.michaels@startec.sasktel.net](mailto:Robert.michaels@startec.sasktel.net)  
Relationship: Supervised my work as a Customer Service Representative

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**Raeann Leary**  
Instructor of Business Administration  
Saskatchewan Indian Institute of Technology  
306.373.3042  
[learyr@sitt.sk.ca](mailto:learyr@sitt.sk.ca)  
Relationship: Taught me the following courses: Accounting level 1 & 2

**Comment [D14]:** Name of Reference, current job title, current company of employment, office phone number, alternate number, professional email and state the relationship between you and your reference

#### Reference List Guidelines

1. Always submit references when applying for jobs at SIGA.
2. Bring a copy of your reference list to the interview.
3. Before including someone on your reference list, make sure you contact them first:
  - To ask their permission for you to use them as a reference
  - To offer them a copy of your resume
  - To confirm how they would prefer to be contacted (i.e. at home or work phone, cell, e-mail)
4. List a minimum of 3 and up to 5 references in order of most significance.
5. Prioritize references who have supervised your performance.
6. Make sure you provide the following information for each of your references:
  - Their name, title, organization or company, address
  - Work number, cell number, email, fax
  - Relationship to you

**Comment [D15]:** You can use a previous, teacher, instructor or professor as a character reference

**Comment [D16]:** Reference Etiquette  
1. Make sure the references you use are favorable for you.  
2. Give information to your reference such as a copy of your resume, title of the position you applied for and the company name if you are called for an interview.  
3. Follow up with reference with an update or a thank you.  
4. Do not use relatives or friends as you are expected to use professional references or character references.