



# What is a resume?

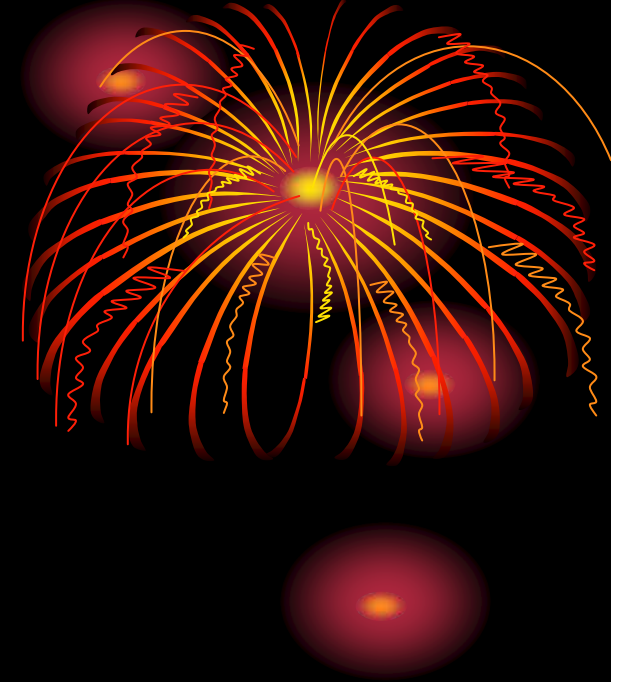


- **Who are you?**
- **What is your objective?**
- **How can you benefit them?**
- **Where/How do you fit into their organization**
- **What relevant skills do you have?**
- **The bottom line...**
  - **What's in for you & them**

**Sample**

# A simple resume

- **Objective**
- **Skills & knowledge**
- **Education**
- **Experience**



**Sample**

# Objective



- **Describe your objective & goals**
- **To pursue a career within the trucking industry, which would allow me to use the training and knowledge that I have achieved, coupled with my past work experience, to enhance the productivity of my employer and myself.**

**Sample**

# Skills & Knowledge



- **How do you benefit them!**
  - **ACZ Driving License**
  - **Trained in Workers Hazardous Materials Information System (W.H.M.I.S.)**
  - **Forklift Operators license**
  - **Sales & Marketing**
  - **Fluent in English and French**
  - **PDIC, etc.**

**Sample**

# Experience/Education



- **What type of work were doing before?**
- **How much education do you have?**

**Sample**