

VOCATIONAL PROFILE

Surname: _____ First: _____ Middle: _____

Date of Birth: Month _____ Day _____ Year _____

Mailing Address: _____ Phone Number: _____

_____ Cell Number: _____

_____ Email Address: _____

Education: Last School Attended (High School or Post Secondary)

Address: _____

Phone: _____

Contact Person: _____

Teacher References: Name: _____

Address: _____

Phone # Res. _____ School: _____

Cell: _____ Email: _____

Name: _____

Address: _____

Phone # Res. _____ School: _____

Cell: _____ Email: _____

Letters of Reference Included:

Work Experience:

Work History: _____

Type of Work: _____
Type of Work: _____
Type of Work: _____

Employer References: Name: _____
Address: _____
Phone # Res. _____ School: _____
Cell: _____ Email: _____

Name: _____
Address: _____
Phone # Res. _____ School: _____
Cell: _____ Email: _____

Letters of Reference Included:

Short Courses and Certificates: _____

Employment Objective: _____
(Why do you want to work for this company?)

Skills and Personal Qualities: _____
(reliability, honesty, punctuality, initiative, getting along with others, safety conscious)

3. List Academic Awards Received

4. Please give a brief summary of activities you have participated in, both in the Community and your school, and the role you played in each.

5. Hockey Record – List teams played for and year played.

Years Played	Team Name

6. Coaches Comments (Please describe this player's worth in terms of team play and how he is viewed by his team mates).

What should I say in a cover letter?

A cover letter is your chance to convince the employer that you're the best candidate for the job. It's your opportunity to tell the employer exactly how your training and/or experience qualifies you to do the work. In a cover letter, show that you have the qualifications and/or experience requested in the job ad or job description.

A cover letter usually has eight parts:

1. Your name and complete address
2. The date
3. The employer's name and position (if known), company name and complete address
4. Greeting, e.g., Dear _____
5. 1st paragraph: tell the employer you are applying for a particular job (state title if known); mention where you heard about the job opening; indicate you're enclosing your resume
6. 2nd and 3rd paragraphs: highlight any work or volunteer experience and training that qualifies you to do the job, mention any positive comments others have made about your work or performance
7. 4th paragraph: ask for an interview and thank the employer for considering your application
8. Close: Sincerely, or Yours Truly,

Start each part at the left margin and separate each part with a double space.

*Sample cover letter
(applying for a job as a salesclerk)*

Your name and full address

Date

(Mr., Mrs., Ms.) name of person you are writing to and their full address

Dear Mr., Mrs., Ms., (last name)

I am very interested in applying for the position of salesclerk as advertised in the (newspaper) on (date). My resume is enclosed for your review.

My employment experience includes working in my uncle's confectionary for the last two summers. I was responsible for serving customers, handling the cash and taking inventory. Because of my computer experience, I was able to help my uncle said he would recommend me to any employer who wanted a hard working, conscientious employee.

In school my teachers see me as an outgoing enthusiastic person who is well organized. My participation on school committees helped develop my ability to work effectively with others. I know I could bring excellent work skills to the position of salesclerk with (name of company).

Thank you for considering my application. You can contact me at (telephone number) to arrange an interview.

Yours truly,

Your signature; Your name (if word processing)