

The 5 Parts of a Job Resume

1. Contact Information
2. Objective
3. Experience
4. Education and Training
5. Skills

There are many different ways to prepare a job resume, but nearly all of them have at least five parts. Below is a sample resume.

STEWART WANG

244 Maple Street, Vancouver, Canada V1T H8F
Tel. (H) 331-6281
swang56@gmail.com

OBJECTIVE

Position as an international tour guide leader.

EXPERIENCE

2013-Present

Dickens Bookstore, Vancouver, B.C. *Assistant Manager, Personnel Department.*

- Responsible for hiring and training new staff.
- Assisted with office work, file creation and maintenance.
- Acted as liaison between store owner and staff.

2010 - 2013

National Palace Museum, Taipei, Taiwan. *Museum Guide.*

- Conducted hour-long tours of exhibitions for museum visitors.
- Handled telephone enquiries and requests for museum tours.
- Edited staff reports.

EDUCATION

UNIVERSITY of BRITISH COLUMBIA Vancouver, B.C., Canada

- B.A. / English and Japanese 1998

VANCOUVER COLLEGE OF ENGLISH Vancouver, British Columbia, Canada

- Studied English Conversation and Writing during the summer months of 1997.

SKILLS

Languages: Fluent in English, Japanese, and Mandarin Chinese
Computer: Excel, Microsoft Word

Proofread the
resume and
try to find

10
spelling
mistakes.

The 5 Parts of a Job Resume

1. Contact Information
2. Objective
3. Experience
4. Education and Training
5. Skills

There are many different ways to prepare a job resume, but nearly all of them have at least five parts. Below is a sample resume.

STEWART WANG

244 Maple Street, Vancouver, Canada V1T H8F
Tel. (H) 331-6281
swang56@gmail.com

OBJECTIVE

Position as an international tour guide leader.

EXPERIENCE

2013-Present

Dickens Bookstore, Vancouver, B.C. *Assistant Manager, Personnel Department.*

- Responsible for **hireing** and training new staff.
- Assisted with **offic** work, file creation and maintenance.
- Acted as liaison between store owner **adn** staff.

2010 - 2013

National Palace Museum, Taipei, Taiwan. *Museum Guide.*

- Conducted hour-long tours of exhibitions for museum visitors.
- Handled **telephon** enquiries and requests for museum tours.
- Edited staff reports.

EDUCATON

UNIVERSITY of BRITISH COLUMBIA Vancouver, B.C., Canada

- B.A. / English and Japanese 1998

VANCOUVER COLLEGE OF ENGLISH Vancouver, British Columbia, Canada

- Studied English Conversation and **Writing** during the **summar** months of 1997.

SKILLS

Languages: Fluent in **Eglish**, Japanese, and Mandarin Chinese
Computer: Excel, Microsoft Word

Proofread the
resume and
try to find

10
spelling
mistakes.