

Name
Address
Vancouver BC, postal code
Local phone number
email@hotmail.com

Objective

I would like to obtain a(n) _____ week Co-op placement in the field of _____ while improving my English language skills.

Education

November 2007–April 2008 Vancouver, Canada
International Language Schools of Canada
First Certificate in English course
Job Opportunity and Business Success Program (JOBS)

March 2002 – February 2007 city, country
University or any Post Secondary Institution you attended
Name of Degree/Certificate/Masters in (field of study)

Work Experience

September 2006–Present city, country
The Marriott Hotel
Banquet Services Assistant
-My responsibilities involved organizing and preparing events at the hotel

Volunteer Experience

January 2004-Present city, country
International Centre for Sustainable Cities
-Assisted with office administration and organized marketing evaluations

March 2006-May 2007 (Seasonal) city, country
Sunshine Coast Community Centre
-Assisted with special events working with children aged 3-12 years old

Other Skills

Languages
- Korean (Mother tongue), English (Intermediate level)

Computer
- Microsoft Office (particularly Power point, Word and Excel), Advanced Internet Research abilities

Hobbies & Activities

Cycling, Exercising (Fitness center), Swimming, Dancing, Travelling