**ESP Mentor Resume Template**

If you have a resume you’re happy with, feel free to submit it as is. If you want some guidance, feel free to use the simple template below to create a resume for your ESP Mentor application.

**Notes:**

Your resume should be 1-2 pages. You can customize the font and layout, but make sure it is easy to read and professional in look.

We’ve included some examples in the Education and Relevant Experience sections. Tips for these sections:

* Always start with the most recent experience
* Include all your educational experience, even if you only attended a post-secondary school for one semester
* Relevant experience can be paid employment, volunteer roles, experiences you had as a club member, a team member, a member of a religious organization, etc. – basically, any experience you had that you think has helped you build skills you will need as an ESP Mentor (teamwork, listening and communicating skills, empathy for others, being a role model, making presentations, etc.)
* If you have a lot of experience, consider what is most relevant to the role you’re seeking and leave out the rest

Once your resume is complete, make sure to save it as a pdf so your formatting and layout will look the same on every screen.

Check out the template below!

**Firstname Lastname**

**Home address | Carleton Email | Phone**

**Education**

Sept. 2021-present (expected graduation June 2026)

**Carleton University, Ottawa**

Attended Enriched Support Program Sept. 2021-Apr. 2022.

Applied to BA Honours (Film Studies) for Fall 2022.

Sept. 2016-June 2020

**Aretha Franklin High School, Ottawa**

Took gap year between high school and university.

**Relevant Experience**

May 2019-March 2020 **Cashier, Grocery Store Name, Ottawa**

Provided customer service in finalizing payments and bagging groceries; stocked shelves in check-out area; supervised self check-out kiosks; troubleshooted price discrepancies with customers.

* Received “employee of the month” award for work ethic and warm, client-centered work style
* Completed WHMIS and AODA training modules
* Given promotion Jan. 2020, expanding role to include training of new cashiers

Sept. 2018-June 2019 **Eco-Warrior Team Member, Aretha Franklin HS Eco-Warrior Club, Ottawa**

Worked with a team of students to plan and implement two school-wide events focusing on climate change education and promoting actions students can take to protect our planet.

* Developed a schedule of events for each two-hour event
* Worked with teacher supervisor and school administrators to coordinate staff, students and Eco-Warrior team members in preparation for and during each event
* In charge of creating PowerPoint slideshows that were presented to school audience