

Information sheet

When you are looking for a job in Canada you need a Resume and a Cover Letter. You can email these two documents to the hiring manager or give them a printed copy.

Here is a sample resume for a job at McDonald's as a server/crew member. You will have to make changes to this sample resume when you apply. You want your resume to show **your** information.

Leland Been

88 Deer Hill Road, St. John's, G4E 0D1 | 709-257-5689 | leland.been@gmail.com

Skills

- Customer service
- Honesty and integrity
- Highly organized
- Mathematical skills
- Ability to learn quickly
- Strong communication skills

Employment history

Jan. 2019 - Mar. 2020

Cashier, Wendy's

St. John's

- Provided excellent customer service to ensure a pleasant checkout experience
- Followed all food service and safety procedures accurately
- Worked as a productive and dependable team member by helping coworkers
- Used problem solving skills to address any customer issues or concerns
- Remained punctual, respectful, and reliable at all times

Jan. 2019 - Dec. 2019

Server, Domino's Pizza

Paradise

- Listened to customers with respect and served them fast
- Took orders accurately and made sure that customers were satisfied
- Kept a neat and clean environment at all times by following guidelines
- Recorded and reported any problems to a supervisor in a timely manner
- Approached each work shift with enthusiasm, honesty and integrity

Employment history

Jan. 2018	Diploma - School of Hospitality, ABC Community College	Italy
May 2016	High School Diploma, New City High School	Italy

Here is a sample cover letter for the resume. This where you can tell the hiring manager why you are interested in the job and give some examples of your experience

Leland Been
88 Deer Hill Road, St. John's, G4E 0D1 | 709-257-5689 | leland.been@gmail.com

Hiring Manager
248 Torbay Rd.
St. John's NL
M4S 0A9

July 3, 2021

Dear Mr. Riley Penn,

I'm an enthusiastic server writing to apply for the 'Crew Member' position at McDonald's. I have more than two years of experience working in restaurants and managing customer expectations. With my professional outlook and friendly nature, I am confident in my ability to contribute to excellent service and become a key member of your team.

In my role as Server at Domino's Pizza, I proved to be a valuable part of the team. I came up with a new process of making hamburgers which led to faster service and delivery. This change led to an increase in our business by 20%. McDonald's would benefit from my skills in the following areas:

- Willingness to learn and go above and beyond expectations
- Strong work ethic
- Positive attitude at all times

Providing great customer service has always been a top priority during my work while managing food and counter duties. I believe that my ability to multitask and adapt will help me perform excellently at McDonalds' and I will contribute to its good reputation.

I look forward to hearing from you.

Sincerely,
[Your Name]

You can see more examples or build your own resume and cover letter on the following links:

1. <https://resumegenius.com/>
2. <http://www.canadiancareers.com/resume.html>
3. <https://www.ancnl.ca/newcomers-guide/employment/applying-for-a-job/>

Here are some tips for preparing your application documents:

1. Think about your successes at work that you can include with examples
2. Remember to make changes to your resume and cover letter each time you apply for a job
3. Use the most updated and professional contact information
4. Use a simple font style, size, and color (e.g. Calibri, Arial, 11 or 12 and black)
5. Even if a job does not require a cover letter, it is good practice to send one with the resume
6. Always check spelling, spacing, and grammar before submitting your application

You can access resources and online courses at
ABCskillshub.ca