

YOUR NAME
Street
City, Province, Postal Code
Telephone number, Email

JOB OBJECTIVE: State your Career or Job Objective here

SUMMARY OF QUALIFICATIONS (SKILLS and ATTRIBUTES)

- Insert a bulleted list of at least six skills or attributes that apply directly to the job posting

PROFESSIONAL EXPERIENCE (WORK HISTORY)

List:

- Job Titles starting with most recent (dating back at least three years)
- Dates you worked there
- Company Name

OTHER WORK HISTORY

- List any additional jobs you may have had if they pertain to the job you're applying for

EDUCATION

List:

- Degree, Diploma or Certificate obtained
- Name of the Educational Institution
- Date of graduation or completion
- Repeat for each degree, diploma or certificate obtained

COMMUNITY INVOLVEMENT/VOLUNTEER EXPERIENCE

- List any community work or volunteer work you have done if it applies to the job posting

ACTIVITIES

- List activities only if directly relevant to the job posting

HONOURS/AWARDS

- List if you have any relevant to the job posting

References available upon request