

## YOUR NAME

Street

City, Province, Postal Code

Telephone number, Email

**JOB OBJECTIVE:** State your Career or Job Objective here

### SKILLS PROFILE

Insert a bulleted list of at least six Skills or Attributes that apply directly to the job posting

Examples:

- Great interpersonal skills with a passion to help others
- Capable of working efficiently as part of a team

### PERTINENT SKILLS

List Accomplishment Statements under relevant headings

Example:

#### Information Referral

- Actively listened to clients concerns and inquiries
- Answered inquiries from customers and investigated complaints regarding services

### RELEVANT EXPERIENCE

List Job Title, Dates and Company Name, Location and service performed

Example:

#### 2008-Current - Phone Volunteer, Distress Center, Mississauga

- Actively listened to distressed individuals without judging
- Provided empathetic support to callers

### OTHER WORK EXPERIENCE

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

### EDUCATION

List:

- The Degree, Diploma or Certificate obtained
- The name of the Educational Institution
- Date of graduation or completion

### ACTIVITIES

List only if directly relevant to the job posting

### HONOURS/AWARDS

If applicable

References available upon request