

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

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

**SUMMARY OF QUALIFICATIONS (or SKILL SUMMARY)**

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

- Over 9 years of customer service experience in an office, retail, and call centre environment

**RELEVANT EXPERIENCE**

List Job Titles starting with most recent, dating back at least three years

Example:

**Receptionist**

- Operated telephones and answered, screened and forwarded calls while providing information, recording messages and scheduling appointments using 12 line phone system

**WORK HISTORY**

List Job Title, Name of Company and Dates you worked there

**COMMUNITY INVOLVEMENT/VOLUNTEER EXPERIENCE**

List Job Title, Company Name and Dates your worked there

**EDUCATION**

State 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**