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| --- |
| Your NameStreet AddressCity, Province, Postal CodePhone | Email |
| (Add your text here, delete row above) |
| OBJECTIVEA short specific statement of your job or career goal and how you intend to bring your skills and strengths to a position. |
| (Add your text here, delete row above) |
| HIGHLIGHTS OF QUALIFICATIONSList the qualifications and/or skills you have that are most relevant to the job being applied for.Qualification or Skill 1Qualification or Skill 2 |
| (Add heading and your info here, delete row above) |
| SAFETY AND OTHER QUALIFICATIONSName(s) of Certificates Earned, Date Awarded |
| (Add heading and your info here, delete row above) |
| EDUCATIONHigh School Name, City, Province, Country (Year)Vocational or Trade School Name, City, Province, Country* Certifications or Diplomas Earned (Year)

College or University, City, Province, Country* Degrees Earned (Year)
 |
| (Add heading and your info here, delete row above) |
| EXPERIENCEList from most recent to oldest.Company A NameCity, ProvinceJob Title* Key Accomplishment
* Key Accomplishment
 | Date of Employment(Month, Year to Month, Year) |
| (Add heading and Company A info here, delete row above) | (Add date of employment, etc. here) |
| (Add Company B info here) | (Add date of employment, etc. here) |
| (Add Company C info here) | (Add date of employment, etc. here) |
| RELEVANT SKILLS AND ABILITIESList 2-3 specific skills and provide an example for each of how you have used themSkill 1:* Example

Skill 2:* Example

Skill 3:* Example
 |
| (Add heading and your info here, delete row above) |
| COMMUNITY AND VOLUNTEER ACTIVITIES, INTERESTS (IF APPLICABLE)* Name of Organization, Position and/or Description of Involvement
* Name of Organization, Name of Award(s)
* Interests
 |
| (Add heading and your info here, delete row above) |
| REFERENCES* Full name, phone, email, nature of relationship
* Full name, phone, email, nature of relationship
* Full name, phone, email, nature of relationship
 |
| (Add heading and your info here, delete row above) |