|  |  |
| --- | --- |
| Your Name  Street Address  City, Province, Postal Code  Phone | Email | |
| (Add your text here, delete row above) | |
| OBJECTIVE  A 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 QUALIFICATIONS  List the qualifications and/or skills you have that are most relevant to the job being applied for.  Qualification or Skill 1  Qualification or Skill 2 | |
| (Add heading and your info here, delete row above) | |
| SAFETY AND OTHER QUALIFICATIONS  Name(s) of Certificates Earned, Date Awarded | |
| (Add heading and your info here, delete row above) | |
| EDUCATION  High 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) | |
| EXPERIENCE  List from most recent to oldest.  Company A Name  City, Province  Job 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 ABILITIES  List 2-3 specific skills and provide an example for each of how you have used them  Skill 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) | |