

Name _____

Address _____
(Number & Street)

_____ *(City, Province, Postal Code)*

Telephone _____
(Cell and Home Number)

Objective _____
(Position you are applying for)

HIGHLIGHTS OF QUALIFICATIONS

(Summary or Profile)

(Number of years of experience in this line of work?)

(Training or Education in this line of work)

(Your key skills, talents, special knowledge)

(Your key skills, talents, special knowledge)

(Three attributes that describe your work style or attitude)

EMPLOYMENT or WORK HISTORY

(You can go back 5-10 years if relevant)

Job Title

Company Name

City, Province

Dates

• _____
Describe relevant duties/responsibilities that you had- Use ACTION WORDS AT BEGINNING

• _____
Describe relevant skills (to the position you are applying for) that you acquired from this experience.

• _____
Accomplishments or projects that you are proud of that support your job objective

• _____
Describe a challenge or problem that you solved and the results

Job Title

Company Name

City, Province

Dates

- _____
Describe relevant duties/responsibilities that you had- Use ACTION WORDS AT BEGINNING
- _____
Describe relevant skills (to the position you are applying for) that you acquired from this experience.
- _____
Accomplishments or projects that you are proud of that support your job objective
- _____
Describe a challenge or problem that you solved and the results

Job Title

Company Name

City, Province

Dates

- _____
Describe relevant duties/responsibilities that you had- Use ACTION WORDS AT BEGINNING
- _____
Describe relevant skills (to the position you are applying for) that you acquired from this experience.
- _____
Accomplishments or projects that you are proud of that support your job objective
- _____
Describe a challenge or problem that you solved and the results

EDUCATION/TRAINING *Most recent first*

Degree/Certificate/Coursework

School

Year

Degree/Certificate/Coursework

School

Year

VOLUNTEER *(Community Service)*

INTERESTS

