

# RESUME WORKSHEET

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, Province, Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_

Objective: \_\_\_\_\_

## Summary of Skills

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*\*\*Summary of Skills can include: number of years' experience, key skills/talents/special knowledge in this line of work, etc.*

## Work Experience

Job Title: \_\_\_\_\_  
Employer \_\_\_\_\_ City, Province \_\_\_\_\_ Date(s) \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*\*\*Work Experience can include: relevant job duties/responsibilities, relevant skills, accomplishments or projects you are proud of, a problem you solved, etc.*

Job Title: \_\_\_\_\_  
Employer \_\_\_\_\_ City, Province \_\_\_\_\_ Date(s) \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Job Title: \_\_\_\_\_  
 Employer \_\_\_\_\_ City, Province \_\_\_\_\_ Date(s) \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Education & Training

Program: \_\_\_\_\_  
 Institution \_\_\_\_\_ City, Province \_\_\_\_\_ Date(s) \_\_\_\_\_

Program: \_\_\_\_\_  
 Institution \_\_\_\_\_ City, Province \_\_\_\_\_ Date(s) \_\_\_\_\_

### Volunteer Experience

Organization \_\_\_\_\_ City, Province \_\_\_\_\_ Date(s) \_\_\_\_\_

Committee \_\_\_\_\_ City, Province \_\_\_\_\_ Date(s) \_\_\_\_\_

**References Available Upon Request**

