**Your Name (18 Font Size)**

\_\_\_\_\_\_\_\_\_\_\_\_Your Street \_\_\_\_\_\_\_\_\_\_

\_\_\_\_Your City, Province Postal Code\_\_

\_\_\_\_\_\_\_\_\_Your Home Phone\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_email address\_\_\_\_\_\_\_\_\_\_

**Objective:** *Eg. To gain work experience and develop positive skills.*

**Highlights:** Ü\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 *Eg. Combined three years experience and develop positive job skills.*

 *Hardworking and willing to learn*

 *Skills and demonstrated ability in…*

Additional Training or Certificates

 ÜCourse or Training\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 ÜCourse or Training\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Experience (Most recent first)**

 Employer City, Province

 **Job Title** Start Date to End Date

ÜDescription of duties (use action words)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Employer City, Province

 **Job Title** Start Date to End Date

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`` Employer City, Province

 **Job Title** Start Date to End Date

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 Employer City, Province

 **Job Title** Start Date to End Date

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**Volunteer Experience (Most recent first):**

 Employer City, Province

 **Volunteer** Start Date to End Date

ÜDecription of duties(use action words)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Employer City, Province

 **Volunteer** Start Date to End Date

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**Education (Most recent first):**

School City, Province

Program Completed(Degree? Diploma? Certificate? Year

School City, Province

Grade Completed Year

**Hobbies**

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**References** *If you need to consult with references you my state "references available upon request".*

*(Note: family members are not recommended.):*

First &Last First & Last First &Last Name

Position Position Position

Business Business Business

City, Province City,Province City, Province

(000) 000-0000 (000) 000-0000 (000) 000-0000

**Note:** Resumes are written in the 3rd person

 Font size is 12

 Use one font throughout

 Remember to capitalize names of people, places and things

 Past experience needs to be in past tense

 Don’t forget to use months and years

 When using abbreviations be consistent throughout (ie: Jan, AB)