**YOUR NAME**  (555) 555-5555

Your Address, City, Province, Postal Code your\_email@address .com

**HIGHLIGHTS OF SKILLS AND QUALIFICATIONS/PROFILE**

* Tailor the highlights to fit your own style and needs
* Think of highlights that are specific to your qualifications and job objectives (i.e. Customer service, education, labour/construction, etc.)
* Avoid repeating words numerous times, i.e. "Able to"
* About 5 or 6 bullets points are good

**EMPLOYMENT HISTORY**

**Position Title** Year(s) of Employment (i.e. Feb 2012 – Mar 2015)

Company Name City, Province

* Summarize your list of duties performed
* Be specific

**Position Title** Year(s) of Employment (i.e. Feb 2012 – Mar 2015)

Company Name City, Province

* Watch out for spelling/grammar errors (i.e. Costumer Service, Night Stalker), spell check will not pick up correct spelling words

**Position Title** Year(s) of Employment (i.e. Feb 2012 – Mar 2015)

Company Name City, Province

* Do not use the word "I" within your resume
* Remember this is the tool you are using to sell yourself, try not to be modest

**EDUCATION / TRAINING HISTORY**

**Degree, Diploma Certificate, Training Received**  When? (i.e. May 2005)

University/College/High School City, Province

**VOLUNTEER EXPERIENCE**

**Position Title** Year(s) (i.e. Feb 2012 – Mar 2015)

Company Name City, Province

* Be sure to include a statement (or two) about the tasks/duties that you did while volunteering
* Do not assume the employer will know what you did there

**INTERESTS AND ACTIVITIES**

* Only add if you have blank space on your resume
* Do not try and squeeze it in if you don’t have the room!

**REFERENCES**

Up to you if you want to add them in, or you can put “Available on request”