



Fill in the information. When you are typing out your resume, ONLY type out the **BOLD** Headlines and the information you type out.

Name: _____

Address: _____

Contact Number: _____

Email Address: _____

Objective:

Summary of Qualifications In this section, document your highest grade achieved, and certifications that are relevant you the kind of employment you are seeking.

Title of Certificate or Grade Level	Institute of Education/Training	City,Prov	Mon Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Relevant Skills & Abilities

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Key Accomplishments

An example: Scheduled and maintained records of vehicles and equipment, decreased retrieval time by 20%.

- _____
- _____
- _____
- _____

Work Experience

Job Title	Company	City,Prov	mon/year-mon/year
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Primary Duties in position

- _____
- _____
- _____

Job Title	Company	City,Prov	mon/year-mon/year
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Primary Duties in position

- _____
- _____
- _____

Job Title	Company	City,Prov	mon/year-mon/year
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Primary Duties in position

- _____
- _____
- _____

References Available upon Request. Or: Name, Title, Company, Contact Number and/or email.

Can be: Teacher, Guidance Counsellor, Former Co-Worker, Supervisor, Boss. NEVER a relative.