

First and Last Name in Bold

Street Address, Town, Province Abbreviation (two spaces) Postal Code

Phone Number

Email address

Header should be in Arial or Times New Roman font, size 10, 11 or 12, with name one larger

Highlight of Skills *Headlines should be bold and one size larger than body*

- *List of skills*
- *Use Hard Skills (these is training and knowledge that can be measured)*
- *For example, First Aid and Computer Skills are HARD skills*
- *Use Soft Skills (these are personality traits useful in a work environment)*
- *For example, teamwork skills and good communication skills*
- *Use between 5 and 12, and match the skills to the qualifications*
- *That are in the job ad*

Work and Related Experience *Headlines should be bold and one size larger than body*

Job Title *This is in bold* year – year

Company Name, Town, Province Abbreviation

- *List what you did in the position*
- *Use different verbs for each one*
- *Be detailed enough for a potential company to know your previous experience*
- *Remember these can be paid or unpaid positions, so volunteer work counts*

Job Title *This is in bold* year – year

Company Name, Town, Province Abbreviation

- *List what you did in the position*
- *Use different verbs for each one*
- *Be detailed enough for a potential company to know your previous experience*
- *Remember these can be paid or unpaid positions, so volunteer work counts*

Education

Level or Grade Completed year – year

School Name, Town, Province Abbreviation

Accomplishments and Certificates

- *This is where you would put any of your training or certificates you have received*
- *First Aid would be one you can list*
- *WHMIS can also be listed*
- *Other training opportunities as well, we can discuss*
- *If you have received any awards or other accomplishments, put them here*

References Available Upon Request

You don't have to give your references before attending an interview, unless requested in a job ad.