

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

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

Job Title *This is in bold* month, year – month, 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*

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Education

Level or Grade Completed year completed

School Name, Town, Province Abbreviation

Skills

- *List some of your skills with commas between each. Best options is to use ones that connect with the job you are applying for. Use both HARD (measurable and education-based) skills and SOFT (personality-based) skills*

References Available Upon Request

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