

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.