

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

Professional Summary (Optional)

This is where you would do a short two or three sentence introduction to who you are. It's the chance for you to showcase the type of person you are and if you have a professional title.

Skill 1

- *Use examples to demonstrate this skill, like volunteer experience, work experience or personal situations, including analytics and statistics, if you know them*
- *Can also list awards if they explain that you have the skill*
- *Job titles and descriptions you have previously done could also be listed here*

Skill 2

- *Use examples to demonstrate this skill, like volunteer experience, work experience or personal situations, including analytics and statistics, if you know them*
- *Can also list awards if they explain that you have the skill*
- *Job titles and descriptions you have previously done could also be listed here*

Skill 3

- *Use examples to demonstrate this skill, like volunteer experience, work experience or personal situations, including analytics and statistics, if you know them*
- *Can also list awards if they explain that you have the skill*
- *Job titles and descriptions you have previously done could also be listed here*

List as many skills and examples as you feel are appropriate, but don't overdo it. Remember, you only have a few seconds to catch the eye of those going through a stack of resumes.

Education

Level or Grade Completed

year completed

School Name, Town, Province Abbreviation

References Available Upon Request

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