

Your Full Name

Your Complete Mailing Address

Telephone: *Provide the best # to reach you!* **Email:** *Ensure it is business appropriate!*

Objective

To obtain a (full/part/temporary-time) position as a (Name of Position) where I can apply my (2 or 3 of your best skills) to (assist, grow, further) your organization.

Summary of Skills

- State your skill that is the most relevant to the job posting
- State your second most relevant skill
- State your third most relevant skill
- State your fourth most relevant skill
- State any skills that set you apart from competitors (e.g. fluency in a 2nd or 3rd language)

Work History

Position Title, Current or Last Employer Name, City, Province* **Time period**

- Describe your role/duty at this job that is the most relevant to the job posting
- Describe next most relevant role/duty
- Describe next most relevant role/duty
- Describe next most relevant role/duty

Position Title, Previous Employer Name, City, Province* **Time period**

- Describe your role/duty at this job that is the most relevant to the job posting
- Describe next most relevant role/duty
- Describe next most relevant role/duty
- Describe next most relevant role/duty

Position Title, Previous Employer Name, City, Province* **Time period**

- Describe your role/duty at this job that is the most relevant to the job posting
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Position Title, Previous Employer Name, City, Province* **Time period**

- Describe your role/duty at this job that is the most relevant to the job posting
- Describe next most relevant role/duty
- Describe next most relevant role/duty
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Full Name

Tel:

Email Address:

Education and Training

Most Recent Program/Certificate, Name of School, City, Province* Year Completed

Previous Program/Certificate, Name of School, City, Province* Year Completed

Previous Program/Certificate, Name of School, City, Province* Year Completed

Community Service or Volunteer Activity

Role/Title, Organization, City, Province* Time period

Role/Title, Organization, City, Province* Time period

Role/Title, Organization, City, Province* Time period

References Available Upon Request

* Or enter your Town, Region, State, or Country as applicable.